Panasonic

Digital Colour Imaging Systems

Operating Instructions

(For Copier)

Model No. DP-C262/C322

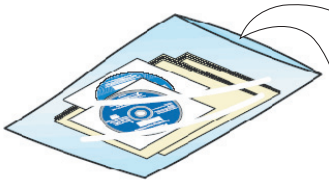
WORKIO™

Before operating this machine, please read this manual completely
and keep this manual for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

DP-C262/C322 Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manualand keep all manuals for future reference. If you lose the manual, contact the authorized Panasonic dealer.



Accessories

Operating Instructions (For Setting Up)

This manual contains essential information for setting up the machine.

Operating Instructions (For Basic Operations)

This manual contains essential information for proper operation of the machine.
It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions.
For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROM as illustrated below.

Operating Instructions CD

Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email Functions and Function Parameters.

Document Management System CD

Contains the PDMS Application Software, and manuals with detailed information for the Print function, and PDMS Application software.

Operating Instructions CD

Copy Function

Describes how to make a Colour Copy with creative features.

Facsimile and Internet Fax Function

(When the optional G3 Fax Board/ Internet Fax Module is installed.)
Describes how to send/receive a Facsimile/Internet Fax, or describes the course of action to take when a trouble message appears, etc

Scan and Email Function

(When the optional Network Scanner/ Email Module is installed.)
Describes how to scan, send an Email.

Function Parameters

Describes how to change the default settings of each function using the Control Panel of the machine.

Document Management System CD

Print Function

Describes how to print with colour, change default printer settings, or describes the course of action to take when a problem message appears, etc.

Application Software

Describes how to use the application software.

Ex: Web Device Monitor, Panafax Desktop, Document Manager/Viewer, Client Device Monitor, Network Config/ Add Editor,
Network Setup Tool, Embedded Web Launcher

Conventions

Icons

The following icons are used in this manual.

Icon	Description
ATTENTION	Indicated important information that must be read in detail.
NOTE	Indicates reference Information.

Notation

The following notations are used in this manual.

Notation	Description
For Keys and Buttons	Hard buttons on the Control Panel are depicted as **** key, soft buttons on the Touch Panel display are shown as “**xxx**”. **Ex:** Press the **Start** key and select “**More Menus**”.

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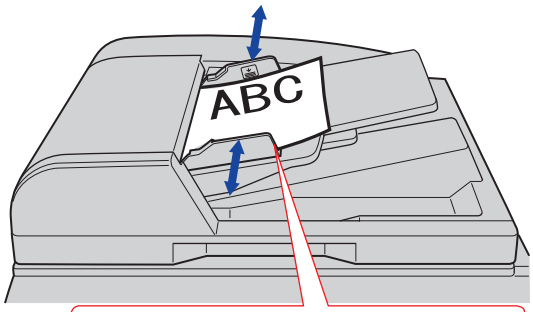
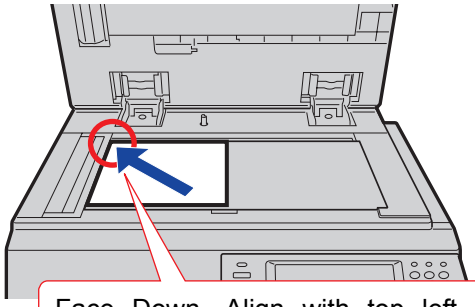
Basic Operation Procedure

The machine automatically detects the original(s), and decides on which Copy Size, Black & White or colour. Copy Mode to use. If the detection fails, manually set the settings.

1 Place original(s).



Face Up. Up to 70 sheets (80 g/m^2).

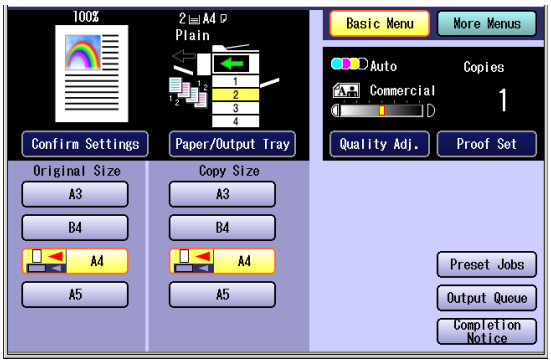


Face Down. Align with top left corner. Close ADF.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

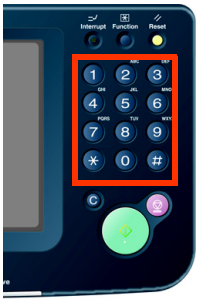
2 Press the **Copy** key if set in other function mode.

3 Select the required settings if necessary.



- Original Size and Copy Size are automatically selected as original.
- If the orientation of the original and the copy paper are different, the original is copied by automatically rotating the image.
- For more details of Basic Menu screen, refer to the **Basic Menu Features** (see pages 6-37).
- When setting the more features, refer to the **More Menus Features** (see pages 38-85). **Ex:** 2-Sided Copy, Sort/Finishing, Zoom/ Effects, etc.

4 Enter the desired number of copies. (Up to 999)

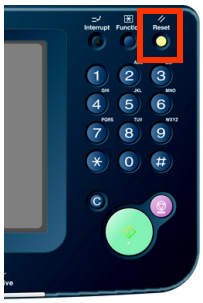


- When you input 4 to 8 digits number with the optional Fax Communication Board installed, the machine will interpret this as a telephone number and the display will be changed to Fax screen.

5 Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.

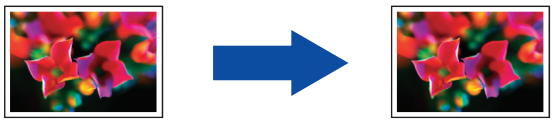
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.



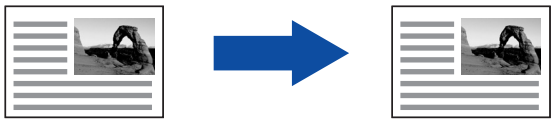
Selecting the Colour Mode

You can either copy in the machine selected colour mode, or you can change to the colour mode manually.

Full colour



Monochrome



NOTE

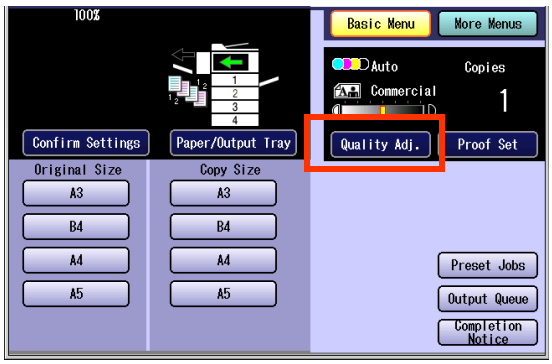
- The default colour mode can be changed. Refer to **Copier Settings (For Key Opertor)** in the Operating Instructions (for Function Parameters) on the provided CD-ROM.
- The colour mode settings will return to standard settings under the following conditions.
  -If the power is turned OFF.
  -If the **Reset** key is pressed.

1 Place original(s).

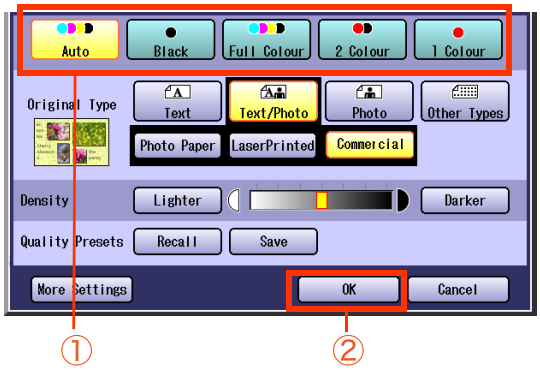
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select "**Quality Adj.**".



4 Select the desired Colour Mode, and then select "**OK**".



- **Auto:**
  The colour original is copied in Full Colour, and the monochrome original is copied in Black & White by automatically detecting the original's colour.
- **Black** (Black & White) (see page 9)
- **Full Colour** (see page 9)
- **2 Colour** (see page 10)
- **1 Colour** (see page 12)

5 Enter the desired number of copies.

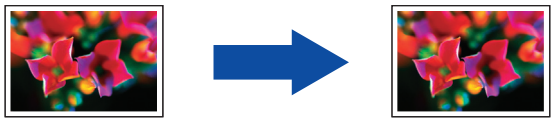
6 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

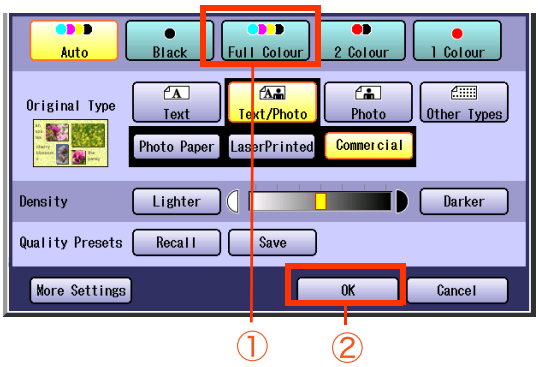
Full Colour Mode

Colour original can be copied in Full Colour.

Full Colour



1 Select "**Full Colour**", and then select "**OK**".

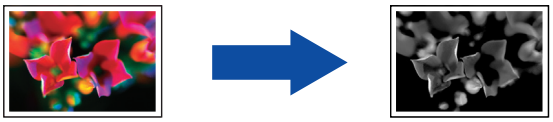


- To display this screen, refer to steps 1 to 3 of **Selecting the Colour Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Colour Mode** (see page 8).

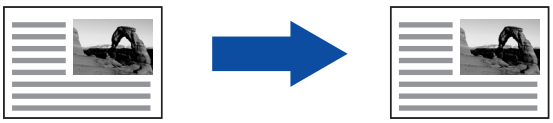
Black Mode

Colour and Monochrome originals can be copied in Black & White.

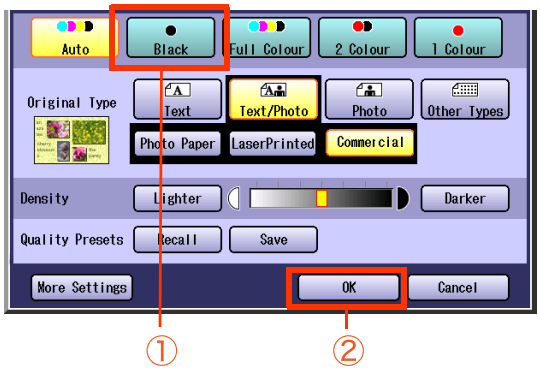
Full Colour



Black & White



1 Select "**Black**", and then select "**OK**".



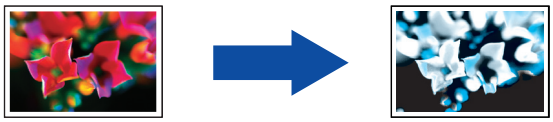
- To display this screen, refer to steps 1 to 3 of **Selecting the Colour Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Colour Mode** (see page 8).

2 Colour Mode

Colour original can be copied in 2 Colours, which can be achieved by using Black & another specified colour.

The specified colour can be selected from the basic colours (Red, Green, Blue, Yellow, Magenta, Cyan), and registered colours.

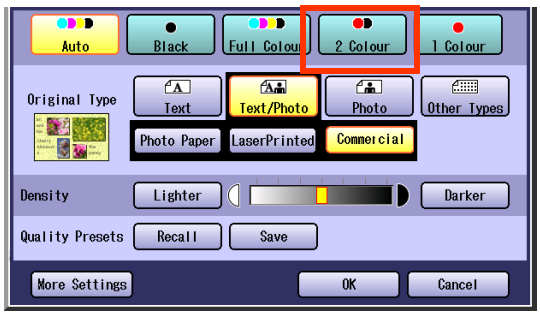
Ex: When copying a Full Colour original in Cyan and Black.



NOTE

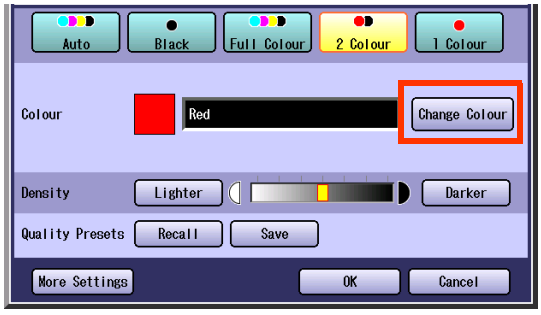
When 2 Colour Mode is selected, Original Type setting is not available.

1 Select "**2 Colour**".



- To display this screen, refer to steps 1 to 3 of **Selecting the Colour Mode** (see page 8).

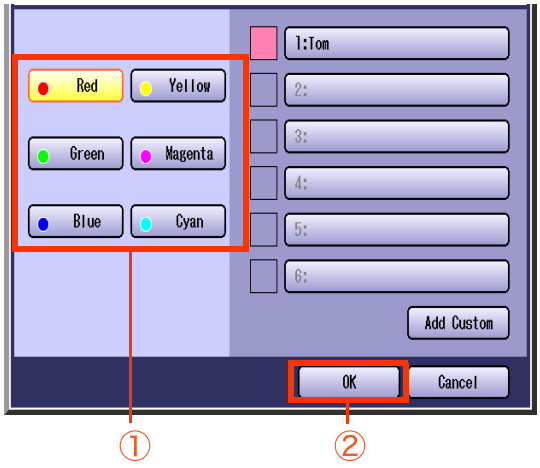
2 Select "**Change Colour**".



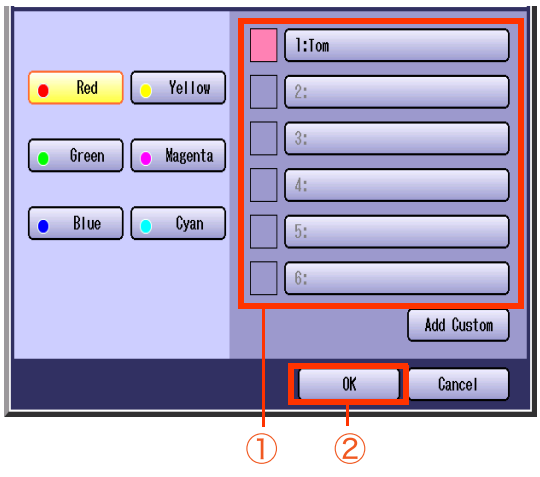
- The colour and the specified name are displayed.

3 Select a colour from the basic colours or custom colours, and then select "**OK**".

❑ When selecting a colour from the basic colours.



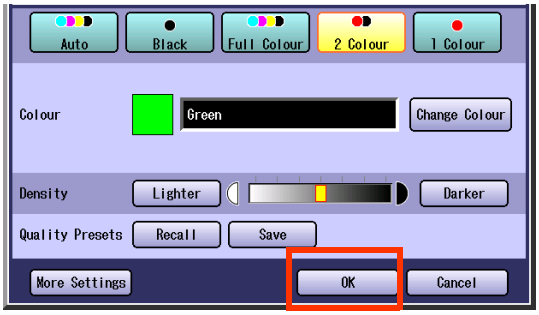
❑ When selecting a colour from the custom colours.



- When registering the custom colour, refer to **New Colour Registration** (see page 14).

4 Select “**OK**”.

Ex: “Green” is selected.



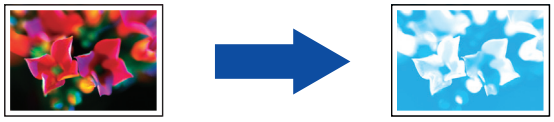
- For the following procedure, refer to steps 5 to 6 of **Selecting the Colour Mode** (see page 8).

1 Colour Mode

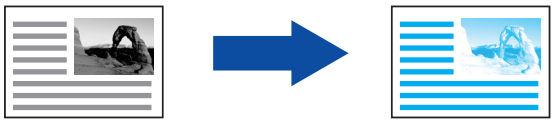
Colour and Monochrome originals can be copied in one specified colour.

The colour can be selected from the basic colours (Red, Green, Blue, Yellow, Magenta, Cyan), or from the registered colours.

Copying a Full Colour original in Cyan.



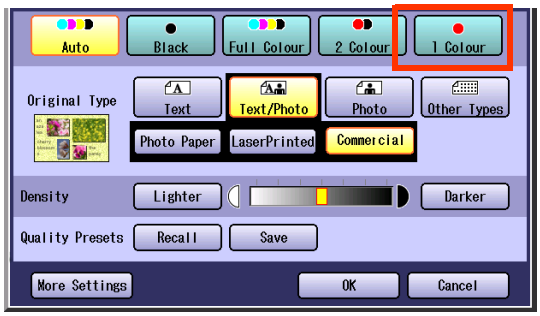
Copying a Monochrome original in Cyan.



NOTE

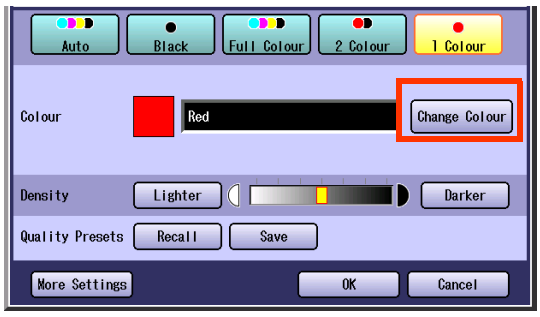
- When 1 Colour Mode is selected, Original Type setting is not available.

1 Select "**1 Colour**".



- To display this screen, refer to steps 1 to 3 of **Selecting the Colour Mode** (see page 8).

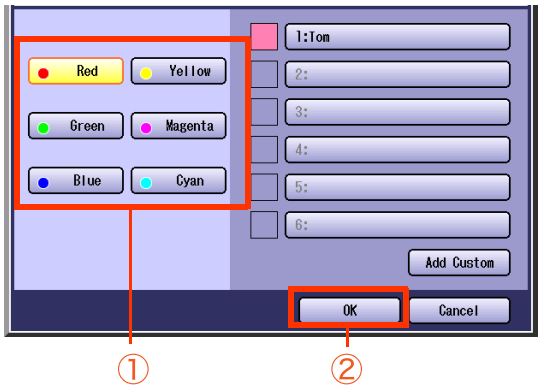
2 Select "**Change Colour**".



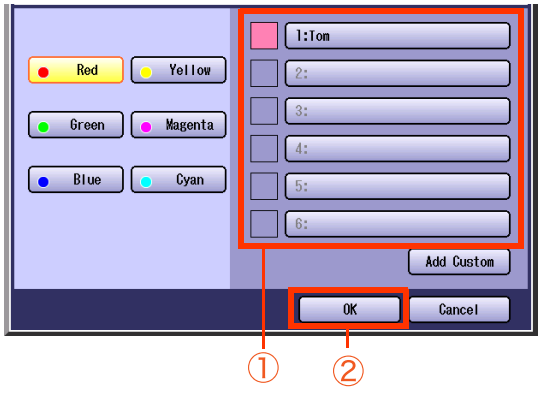
- The colour and the specified name are displayed.

3 Select a colour from the basic colours or custom colours, and then select "**OK**".

❑ When selecting a colour from the basic colours.



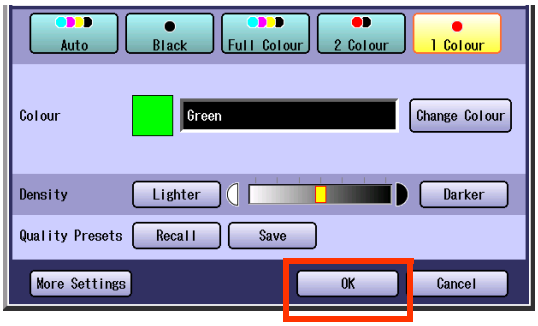
❑ When selecting a colour from the custom colours.



- When registering the custom colour, refer to **New Colour Registration** (see page 14).

4 Select “**OK**”.

Ex: “Green” is selected.



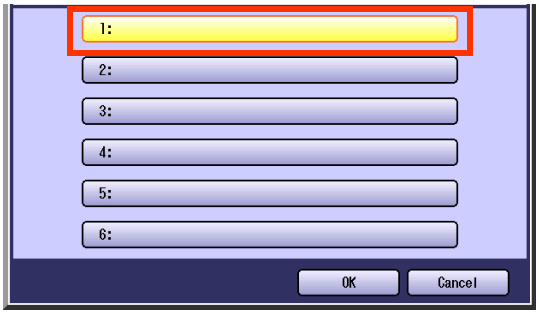
- For the following procedure, refer to steps 5 to 6 of **Selecting the Colour Mode** (see page 8).

New Colour Registration

1 Select “**Add Custom**”.

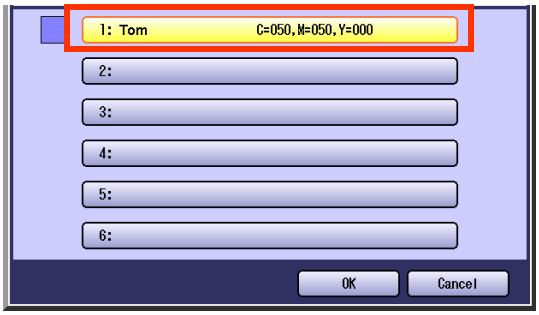
- To display this screen, refer to steps 1 to 2 of **2 Colour Mode** (see page 10).

2 Select any button without a registered colour name, and then select “**OK**”.

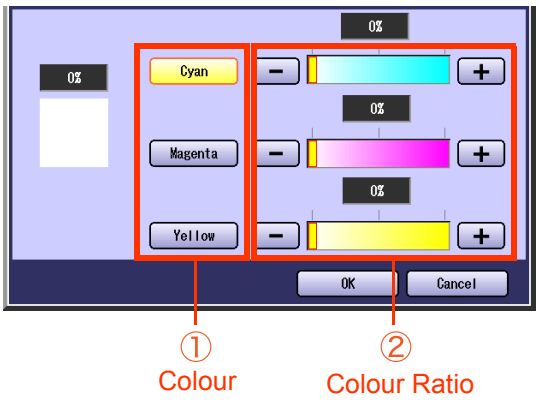


❑ When the registered colour is changed.

Select the registered colour name button, and then select “**OK**”.

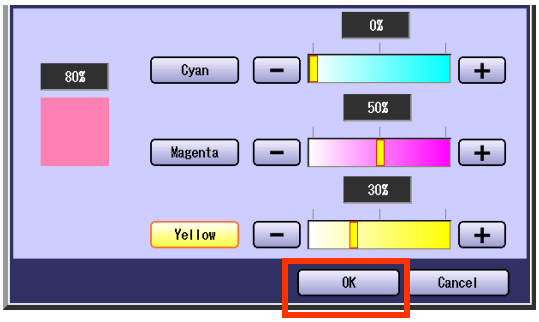


3 Adjust the colour level of Cyan, Magenta and/or Yellow colours.

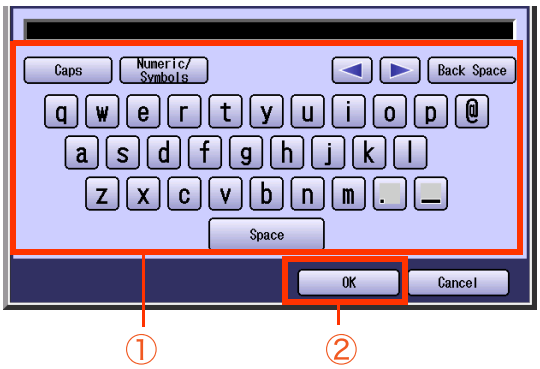


- The total combined colour level of “Cyan”, “Magenta” and “Yellow” should be 240% or less.

4 Check the adjusted colour, and then select “**OK**”.

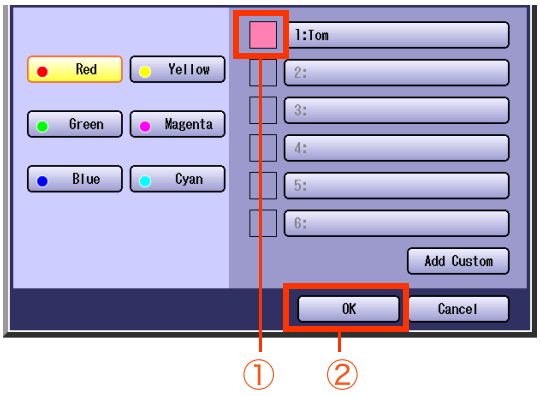


5 Input the original colour name with the keyboard, and then select “**OK**”.



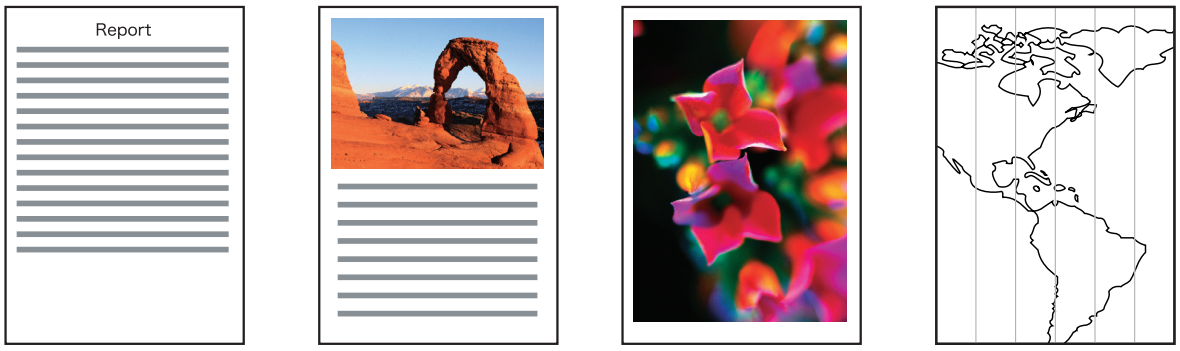
- Up to 20 characters.
- For instructions on how to **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.

6 Confirm the resistered colour, and then select “**OK**”.

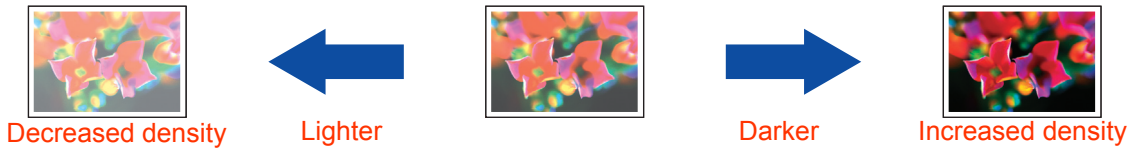


Selecting Original Type and Adjusting the Density

When selecting the original type.



When adjusting the copy density.



NOTE

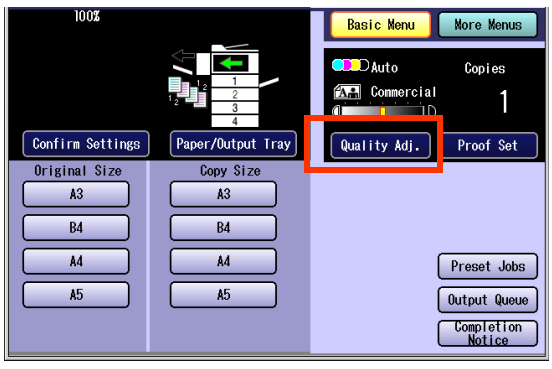
- Original Type setting is not available when the 2 Colour, or 1 Colour mode is selected.
- The default setting of "**Original Type**" can be changed. Refer to **Copier Settings (For Key Operator)** in the Operating Instructions (for Function Parameters) On the provided CD-ROM.

1 Place original(s).

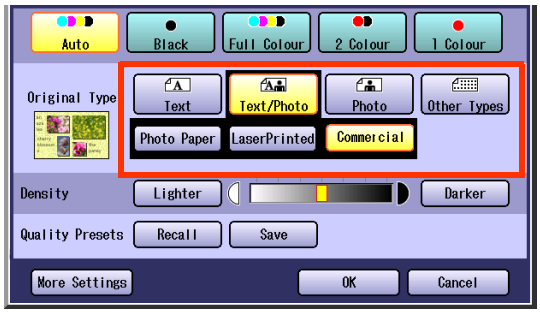
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select "**Quality Adj.**".

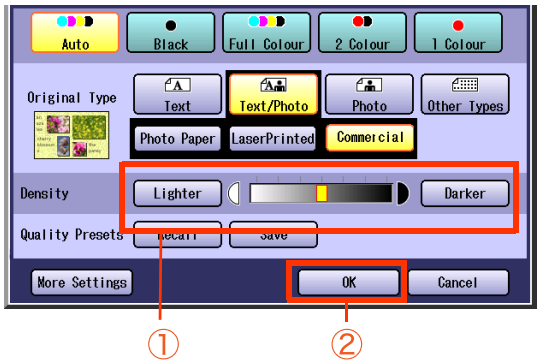


4 Select the Original Type, and then select "**OK**".



Text	Select when copying text without any pictures. **“Printed”:** Original full of printed characters. **“Pencil”:** Original written with pencil to make them darker.
Text/ Photo	Select when copying the original mixed with text and pictures. **“Photo Paper”:** **“LaserPrinted”:** **“Commercial”:** Ex: Brochure
Photo	Select when copying photos. **“Photo Paper”:** Photos printed on paper. **“LaserPrinted”:** Photos printed by laser printer. **“Commercial”:** Photos on printed material. Ex: Brochure
Other Types	Select when copying the following types of originals. **“Map”:** **“TracingPaper”:** Use when original is thin, select this mode to prevent copying the image on the backside. **“NewsPaper”:** Use when background colour is not white (Ex: Newspaper).

5 Adjust the density using “**Lighter**” or “**Darker**”, and then select “**OK**”.



Lighter	Each time it is selected, the density level is decreased, and the printed colour becomes lighter.
Darker	Each time it is selected, the density level is increased, and the printed colour becomes darker.

6 Enter the desired number of copies.

7 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Registering Quality Preset

You can set your favorite setting by registering Quality Preset. A Maximum of 5 presets can be saved.

The following quality settings can be registered in Quality Preset.

- Auto, Black, Full Colour, 2 Colour or 1 Colour
- Original Type
- Density

More Settings

- Background Removal
- Bleed-Through Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Colour Balance

NOTE

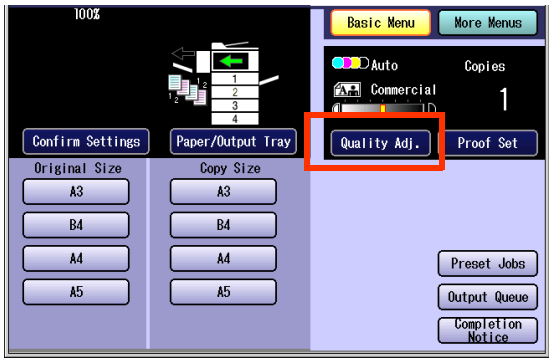
When using Quality Preset, refer to **Using Quality Preset** (see page 20).

1 Place original(s).

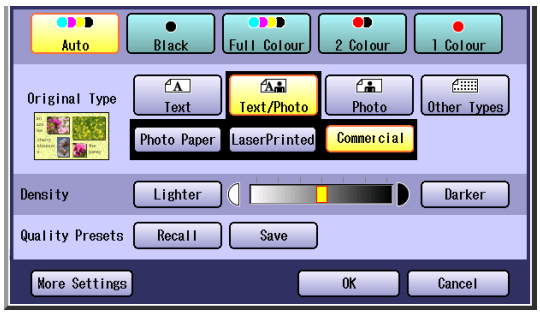
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

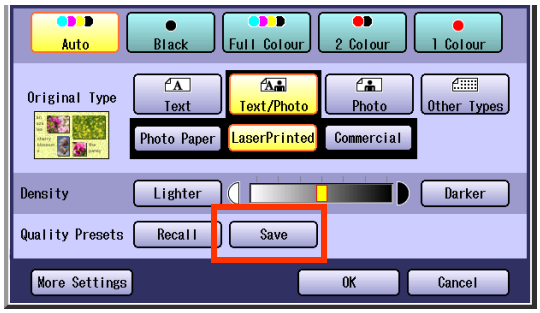
3 Select “**Quality Adj.**”.



4 Select quality settings.



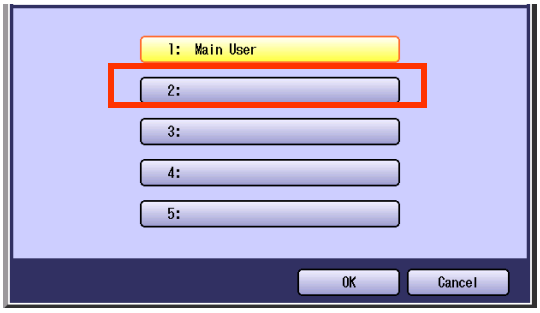
5 Select “**Save**”.



6 Select a Quality Preset button, and then select "**OK**".

❑ When registering new Quality Preset.

Select Quality Preset button where no title is available.



❑ When updating the registered Quality Preset.

Select a Quality Preset button, and then select "**OK**".

7 Input any Quality Preset name, and then select "**OK**".

- Registration is not permitted without assigning a name.
- Up to 20 characters.
- For instructions on **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.

8 Select "**OK**".

9 Enter the desired number of copies.

10 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Using Quality Preset

You can recall the registered quality settings by using the following procedures.

NOTE

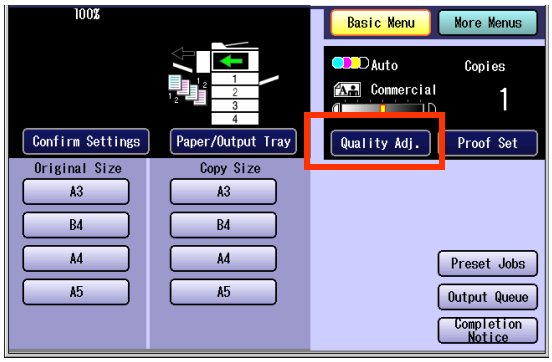
To register image quality settings in Quality Preset, refer to the **Registering Quality Preset** (see page 18).

1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

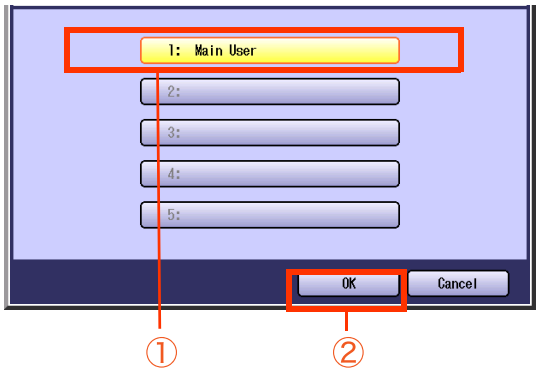
2 Press the **Copy** key if set in other function mode.

3 Select "**Quality Adj.**".



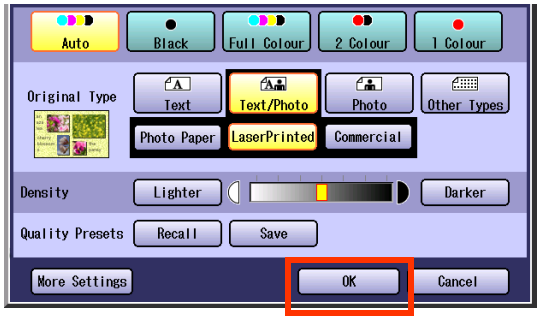
4 Select "**Recall**".

5 Select a Quality Preset button, and then select "**OK**".



The selected Quality Preset settings are reflected.

6 Select "**OK**".



7 Enter the desired number of copies.

8 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Memo

Quality Adjusting

Image quality items can be easily set by selecting from 4 image quality types (Vivid, Bright, etc.).

Also, in Custom Setting, the following 7 image quality can be set.

- Background Removal
- Bleed-Through Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Colour Balance

NOTE

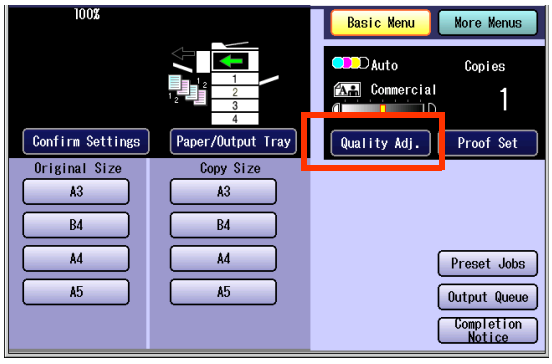
- The default setting of Bleed-Through Prevention, Tint, Contrast, Sharpness and Saturation can be changed. Refer to **Copier Settings (For Key Operator)** in the Operating Instructions (for Function Parameters) on the provided CD-ROM.
- Under the following situations, the colour mode settings return to the standard settings.
  -If the power is turned **OFF**.
  -If the **Reset** key is pressed.
  -If "**Default**" in "**More Settings**" is selected.

1 Place original(s).

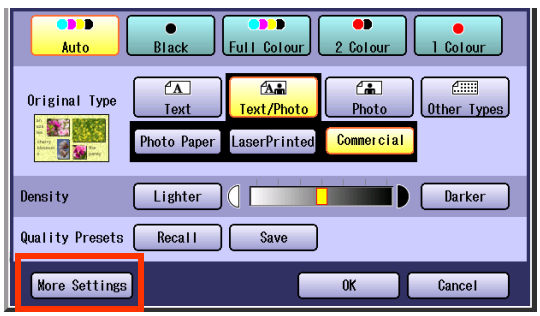
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

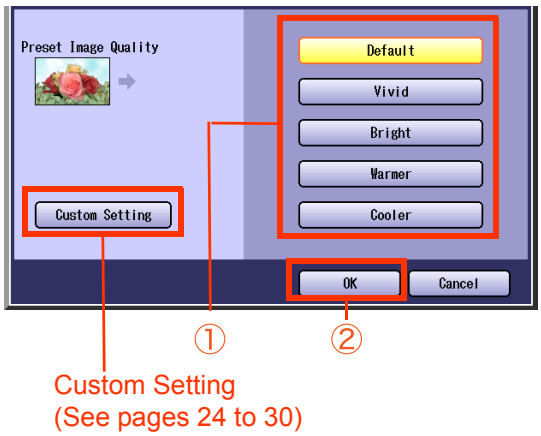
3 Select "**Quality Adj.**".



4 Select "**More Settings**".



5 Select an image quality type, and then select "**OK**".



Custom Setting
(See pages 24 to 30)

Default	Copied with the default image quality set by the function parameters.
Vivid	Copied with vivid image quality.
Bright	Copied with bright image quality.
Warmer	Copied with reddish colour accentuated.
Cooler	Copied with bluish colour accentuated.

- The default values are set upon shipment. Key Operators can change these values, refer to **Copier Settings** in the Operating Instructions (For Function Parameters).

6 Select “**OK**”.

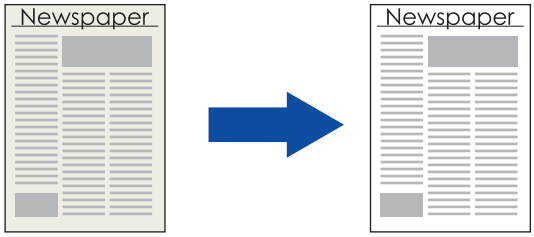
7 Enter the desired number of copies.

8 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Background

The original can be copied with the background colour removed. This function is useful when copying newspapers or an original, which has background colour.



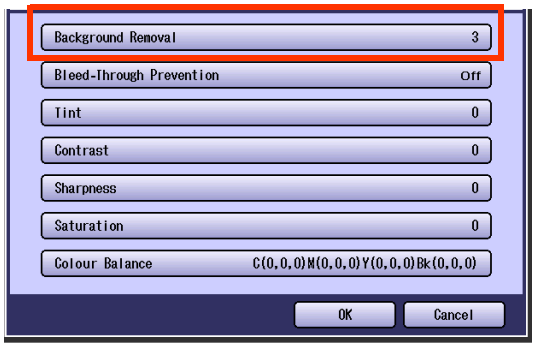
NOTE

The settings of the Background Removal become invalid if Photo is selected in the Original Type.

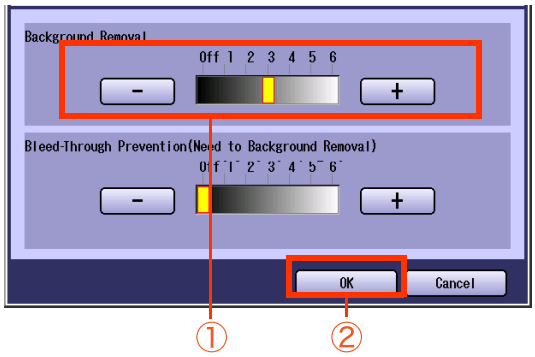
1 Select "**Custom Setting**".

- To display this screen, refer to steps 1 to 4 of **Quality Adjusting** (see page 22).

2 Select "**Background Removal**".

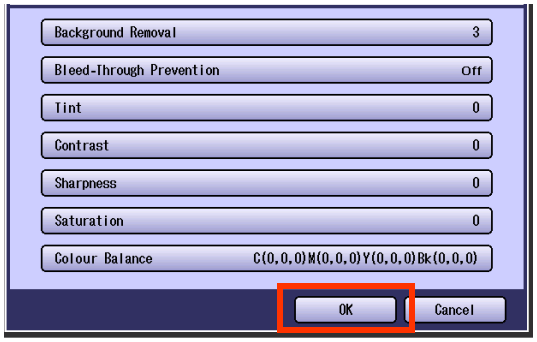


3 Adjust the level of Background Removal with "**-**" and "**+**", and then select "**OK**".



Background Removal	There are 6 levels. The higher the value, the darker the background that can be removed.

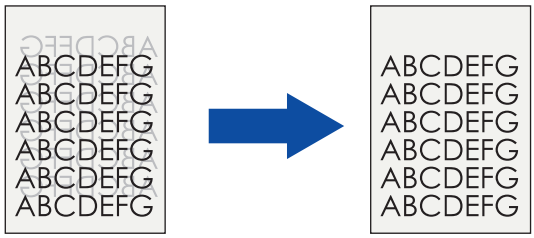
4 Select "**OK**".



- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting** (see page 22).

Bleed-Through

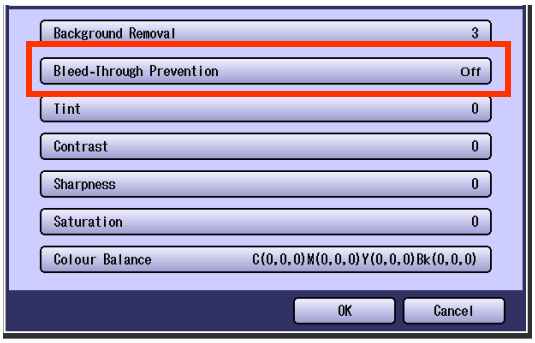
Thin sheets of original can be copied without Bleeding through.



NOTE

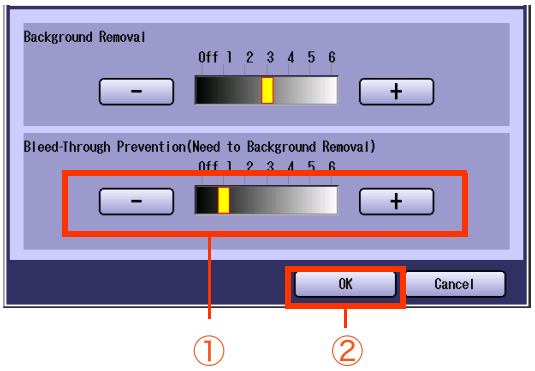
The settings of Bleed-Through Prevention become invalid if Photo is selected in the Original Type.

1 Select "**Bleed-Through Prevention**".



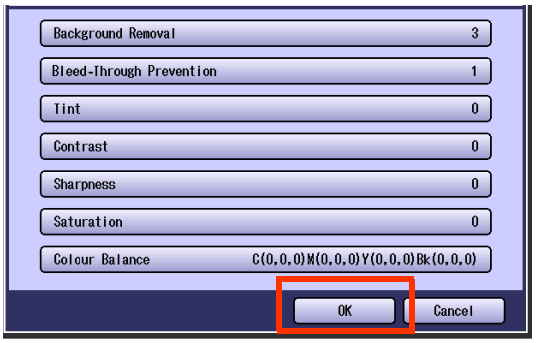
- To display this screen, refer to step 1 of **Background** (see page 24).
- If "**Background Removal**" is selected, "**Bleed-Through Prevention**" can be also set.

2 Adjust the level of Bleed-Through Prevention with "**-**" and "**+**", and then select "**OK**".



Bleed-Through Prevention	There are 6 levels. The higher the level, the higher it increases the prevention effect.

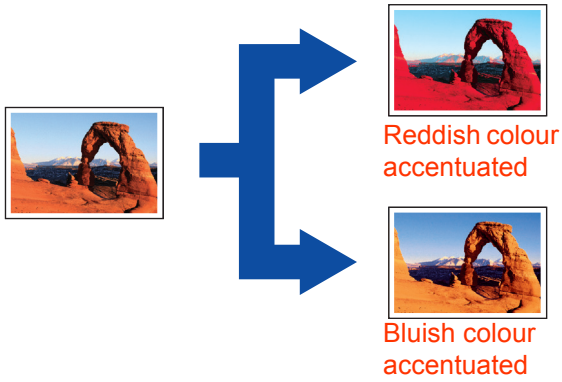
3 Select "**OK**".



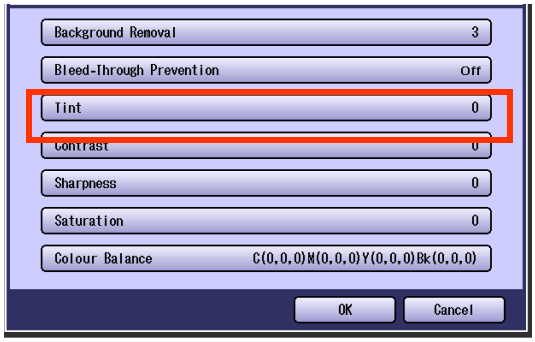
- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting** (see page 22).

Colour Tone

The original can be copied with reddish or bluish colour accentuated.

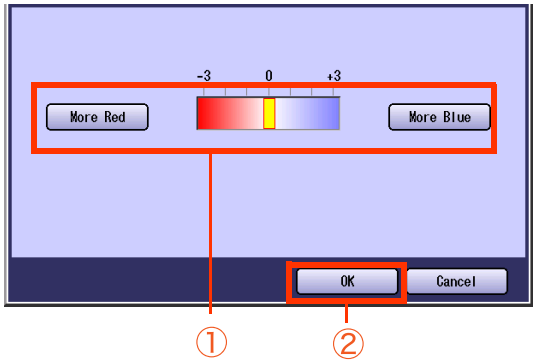


1 Select "**Tint**".



- To display this screen, refer to step 1 of **Background** (see page 24).

2 Adjust the colour tone with "**More Red**" or "**More Blue**", and then select "**OK**".

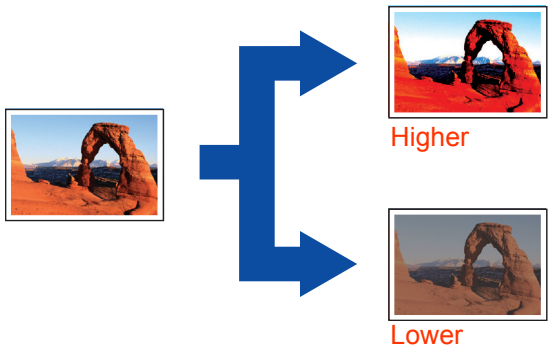


More Red	Each time it is selected, the level becomes 1 grade higher accentuating reddish colour. (The bluish colour level decreases by 1 grade lower.)
More Blue	Each time it is selected, the level becomes 1 grade higher accentuating bluish colour. (The reddish colour level decreases by 1 grade lower.)

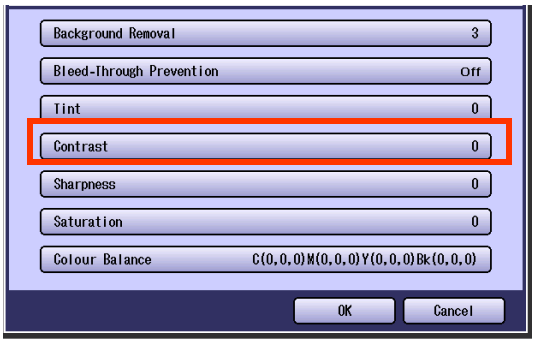
- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 22).

Contrast

The original can be copied with adjusted brightness and darkness.

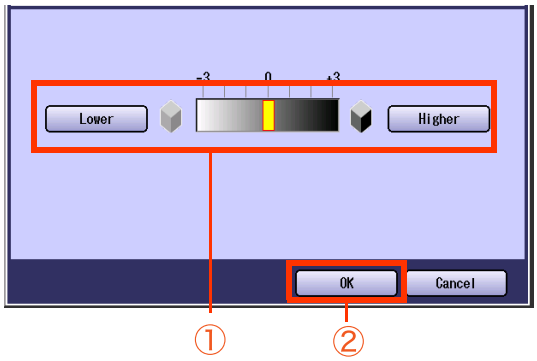


1 Select "**Contrast**".



- To display this screen, refer to step 1 of **Background** (see page 24).

2 Adjust the contrast with "**Lower**" or "**Higher**", and then select "**OK**".

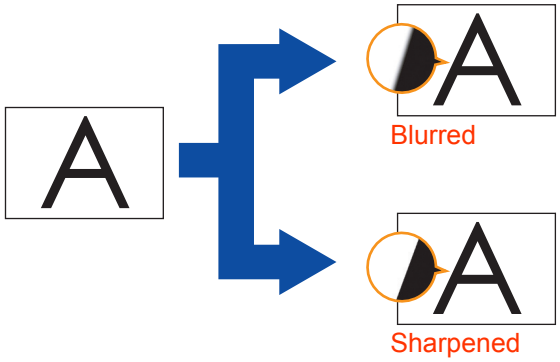


Lower	Each time it is selected, the contrast level decreases by 1 grade lower, and the difference between brightness and darkness is reduced.
Higher	Each time it is selected, the contrast level increases by 1 grade higher, and the difference between brightness and darkness is increased.

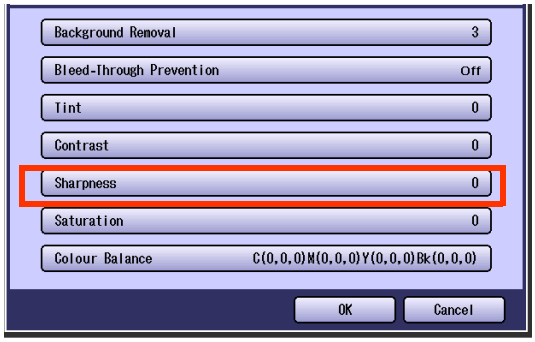
- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 22).

Image Sharpness

The original can be copied by blurring or sharpening the outline of the image.

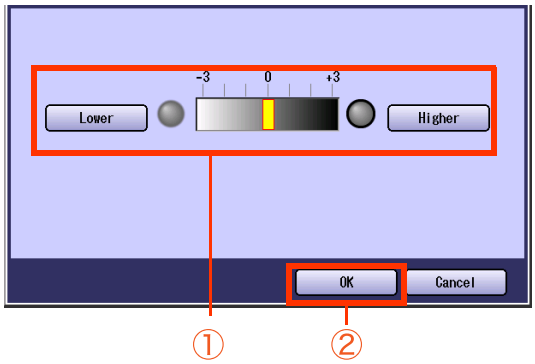


1 Select "**Sharpness**".



- To display this screen, refer to step 1 of **Background** (see page 24).

2 Adjust the sharpness with "**Lower**" or "**Higher**", and then select "**OK**".

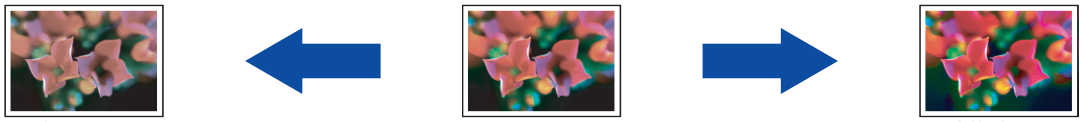


Lower	Each time it is selected, the sharpness level decreases by 1 grade lower, and the image outline is blurred.
Higher	Each time it is selected, the sharpness level increases by 1 grade higher, and the image outline is sharpened.

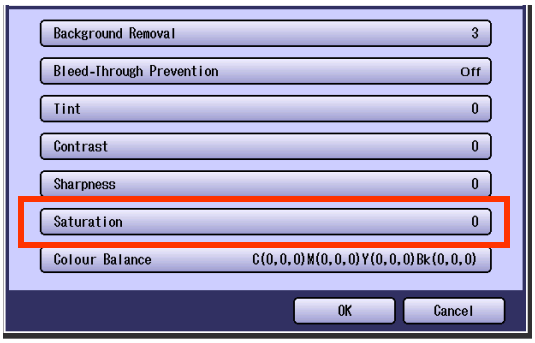
- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 22).

Saturation

The original can be copied with adjusted saturation.

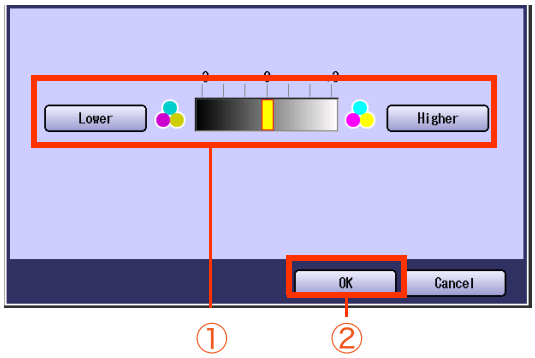


1 Select “**Saturation**”.



- To display this screen, refer to step 1 of **Background** (see page 24).

2 Adjust the saturation with “**Lower**” or “**Higher**”, and then select “**OK**”.



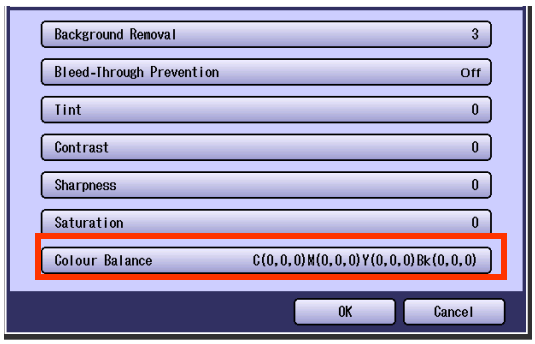
Lower	Each time it is selected, the saturation level decreases by 1 grade lower, and the colour brightness becomes lower.
Higher	Each time it is selected, the saturation level increases by 1 grade higher, and the colour brightness becomes higher.

- Screen will return to step 1.
  Select “**OK**”, and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 22).

Colour Balance

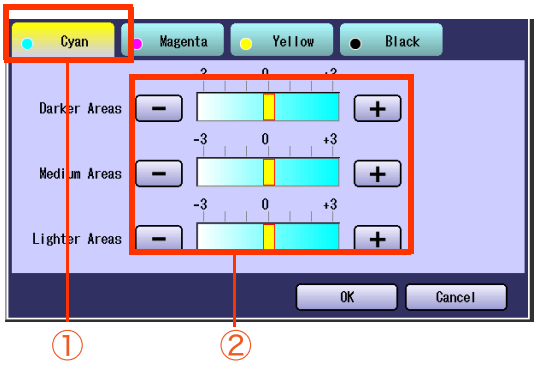
The original can be copied with adjusted the density level (Darker, Medium and Lighter) of Yellow, Magenta, Cyan and Black.

1 Select "**Colour Balance**".



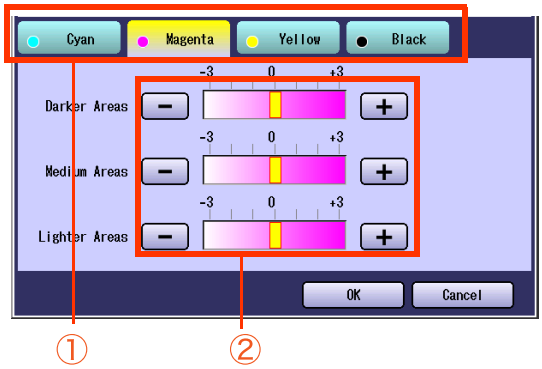
- To display this screen, refer to step 1 of **Background** (see page 24).

2 Select "**Cyan**", and then adjust Darker Areas, Medium Areas and Lighter Areas with "**-**" or "**+**".

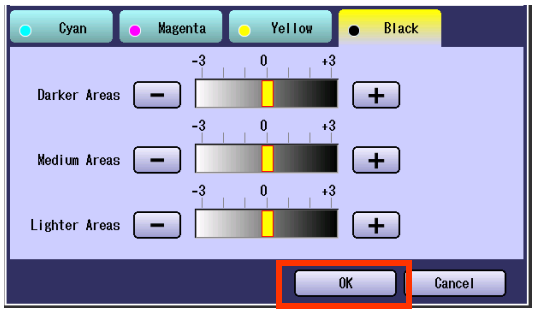


Darker Areas	Each time "-" is selected, the level of darker density decreases by 1 grade lower. Each time "+" is selected, the level of darker density increases by 1 grade higher.
Medium Areas	Each time "-" is selected, the level of medium density decreases by 1 grade lower. Each time "+" is selected, the level of medium density increases by 1 grade higher.
Lighter Areas	Each time "-" is selected, the level of lighter density decreases by 1 grade lower. Each time "+" is selected, the level of lighter density increases by 1 grade higher.

3 Adjust Darker Areas, Medium Areas and Lighter Areas as well for Magenta, Yellow and Black in the same way as in step 2.



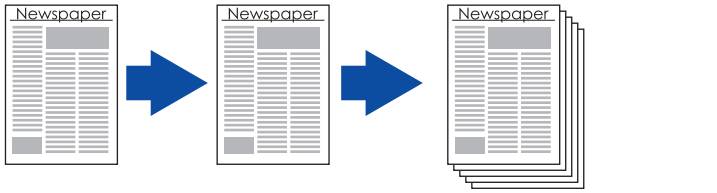
4 Select "**OK**".



- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting** (see page 22).

Proof Copying

When making more than one copy, the first copy can be printed as a proof copy. After confirming its quality, the remaining copies can be printed.

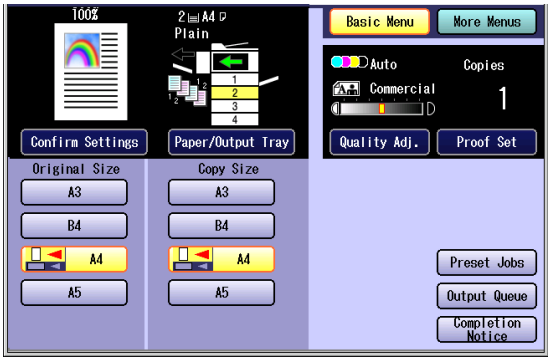


1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

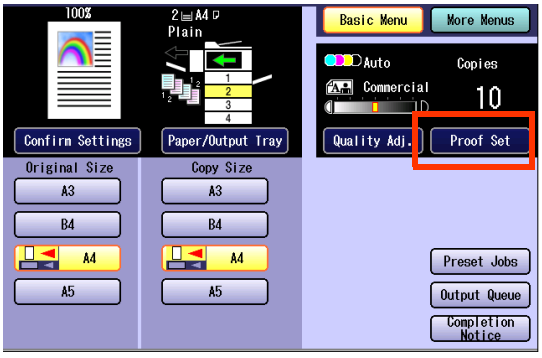
2 Press the **Copy** key if set in other function mode.

3 Select the copy features if necessary.



4 Enter the desired number of copies.

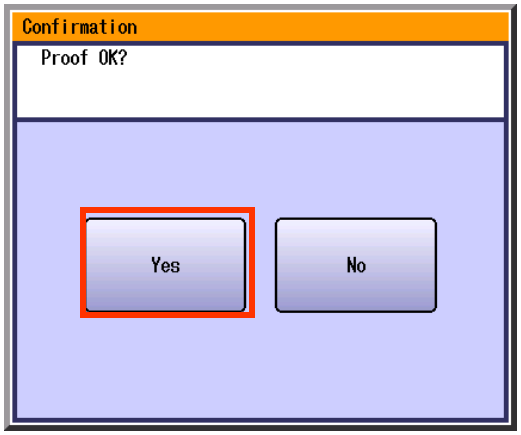
5 Select “**Proof Set**”.



6 Press the **Start** key.

The first copy is printed, and a confirmation screen appears.

7 If the copy quality is satisfactory, select “**Yes**”.



The remaining copies are printed.

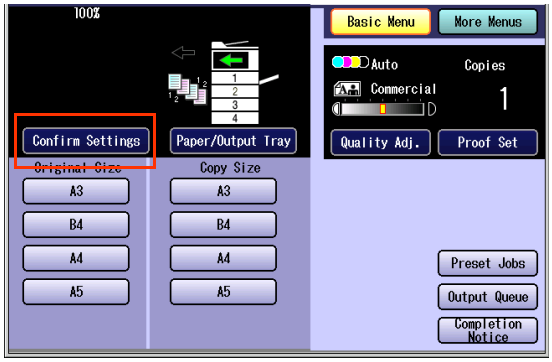
❑ If the copy quality is not satisfactory

① Select “**No**” to return to the Basic Menu screen.
② Place the original again.
③ Adjust the quality settings.
④ Press the **Start** key.
A proof copy is printed, and a confirmation screen appears. Confirm if the copy quality isacceptable.
⑤ Select “**Yes**”.
The remaining copies are printed.

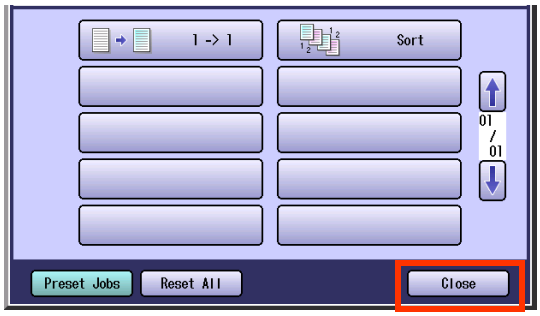
Confirming the Selected Copy Features

Before copying, the settings can be checked, changed or deleted.

1 Select "**Confirm Settings**".



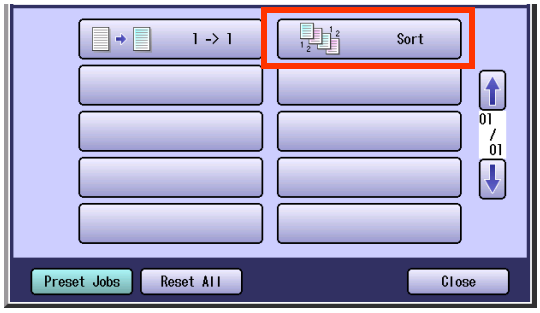
2 Check the settings, and then select "**Close**".



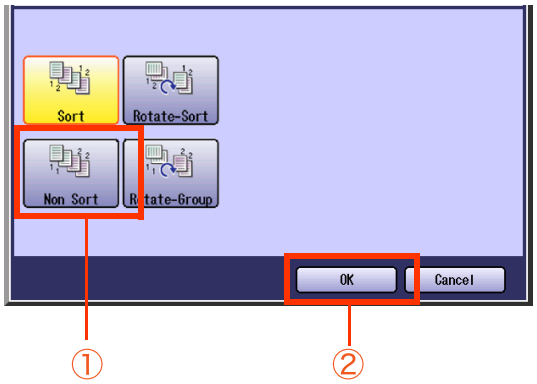
- If the Confirm Setting button is selected, the setting screen is displayed and the settings (except 1 ->1) can be changed.
- If "**Reset All**" is selected, all the settings are cancelled.
- If "**Preset Jobs**" is selected, the job registration screen is displayed to register jobs. Refer to the **Storing a Job in Memory** (see page 33).

Ex: Changing Sort mode to Non Sort mode.

① Select "**Sort**".



② Select "**Non Sort**", and then select "**OK**" .



③ Select "**Close**".

Storing a Job in Memory

A copy job can be registered as a preset job. It is useful to register the frequently used settings as Preset jobs.

NOTE

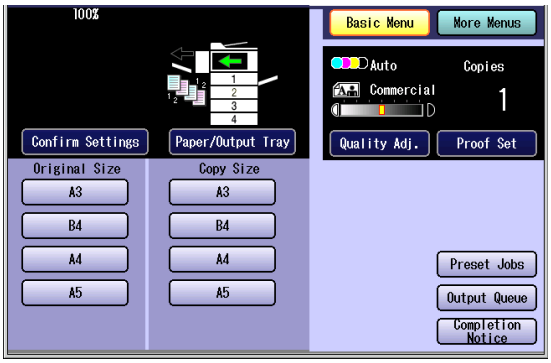
When recalling the registered preset jobs, refer to **Recalling a Preset Job Stored in Memory**. (see page 34).

1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

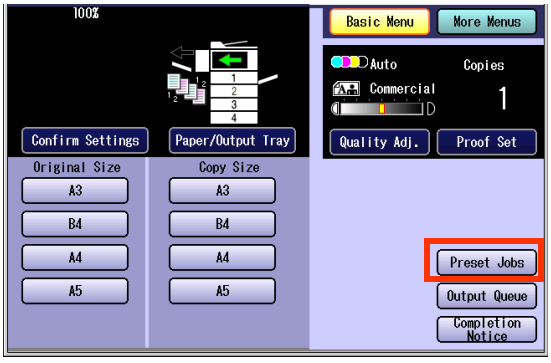
2 Press the **Copy** key if set in other function mode.

3 Select the copy features if necessary.

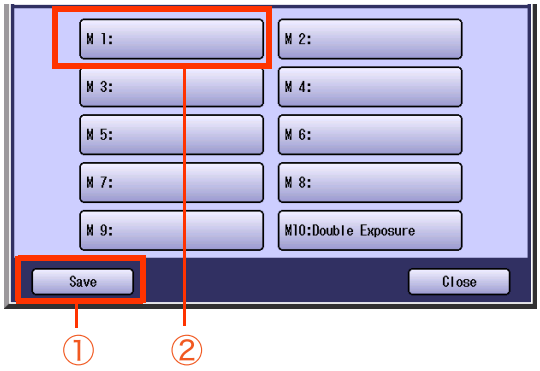


4 Enter the desired number of copies.

5 Select "**Preset Jobs**".

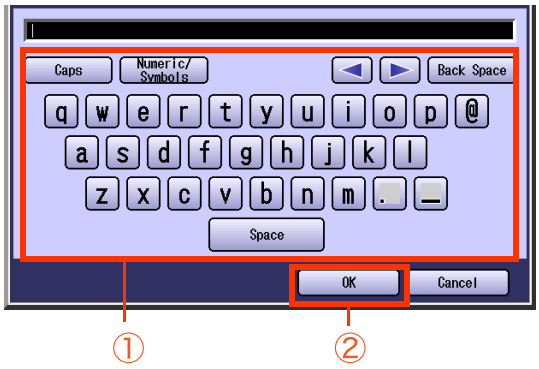


6 Select "**Save**", and then select a job button that does not have a job registered.



- The job button, in which a job has been registered, will have a job name.

7 Input a job name, and then select "**OK**".



- Up to 20 characters.
- For instructions on **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.

Recalling a Preset Job Stored in Memory

The specific copy job will be done by recalling the registered preset jobs.

A job called “Double Exposure” is set as default.

- Refer to **Double Exposure** in the Operating Instructions (For Basic Operations) of provided booklet.

NOTE

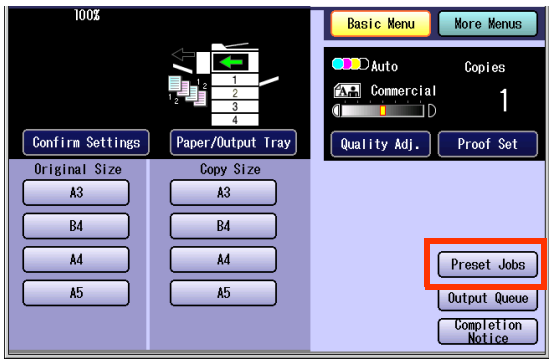
- When storing a preset job in memory, refer to **Storing a Job in Memory**. (see page 33).
- “**M1**”/”**M2**” cannot be registered when Manual Skyshot Mode is selected. Refer to the Operating Instructions (For Function Parameters).

1 Place original(s).

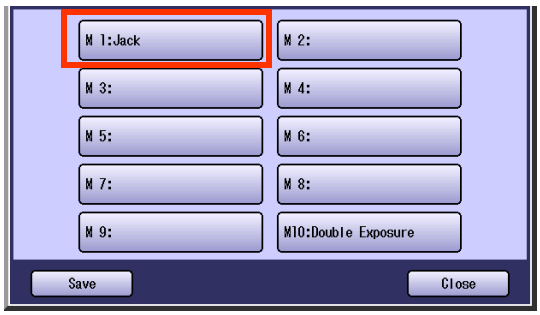
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select “**Preset Jobs**”.



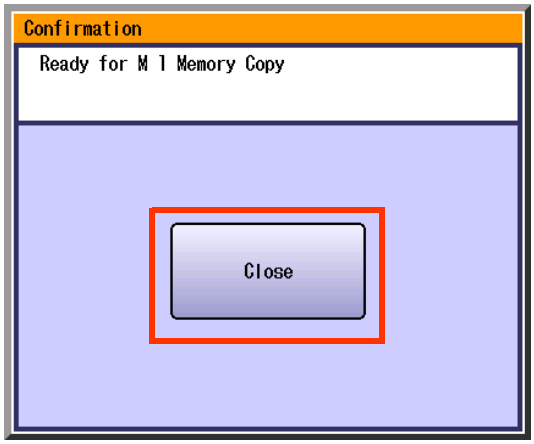
4 Select a stored job.



- Job buttons without names, indicate that there are no jobs registered.

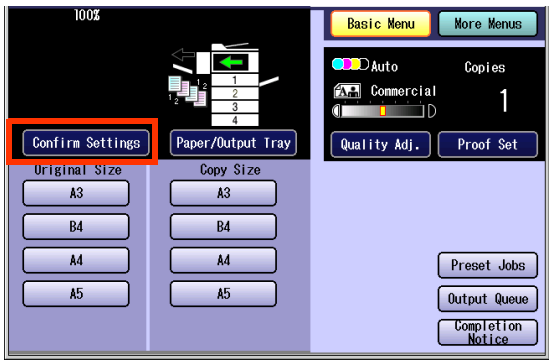
A confirmation screen appears, asking to confirm the job recalled.

5 Select “**Close**”.



Job settings are reflected.

6 To confirm the job settings, select “**Confirm Settings**”, and then touch “**Close**”.



- To change the setting, refer to the **Confirming the Selected Copy Features** (see page 32).

7 Enter the desired number of copies.

8 Press the **Start** key.

Checking the Waiting to Copy Job

A list of jobs currently being printed or waiting to print can be displayed. The following types of jobs can be displayed.

- All jobs
- Copy jobs

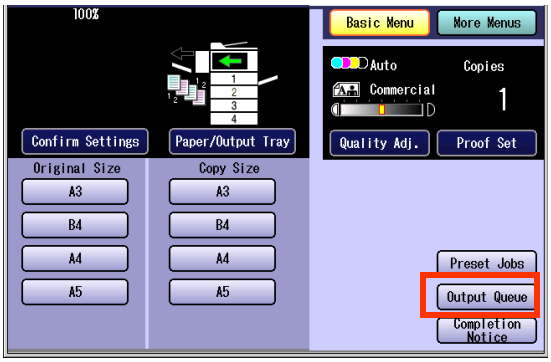
The pending waiting to print jobs can be deleted.

Displaying a List of All Jobs

A list of all the jobs currently being printed or waiting to print can be displayed.

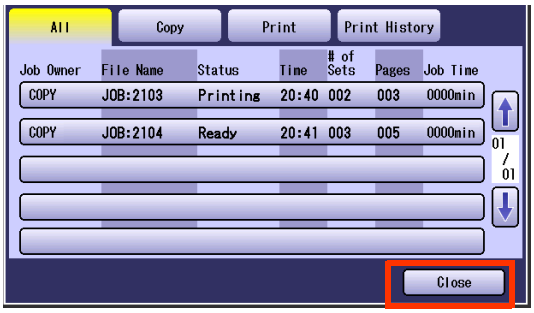
1 Press the **Copy** key if set in other function mode.

2 Select "**Output Queue**".



Output Queue screen is displayed, and a list of all the jobs currently being printed or waiting to print are displayed.

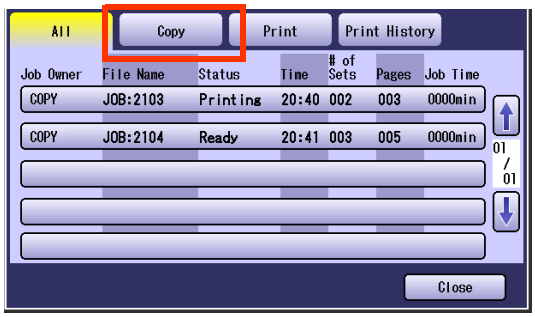
3 Select "**Close**".



Displaying a List of Copy Jobs

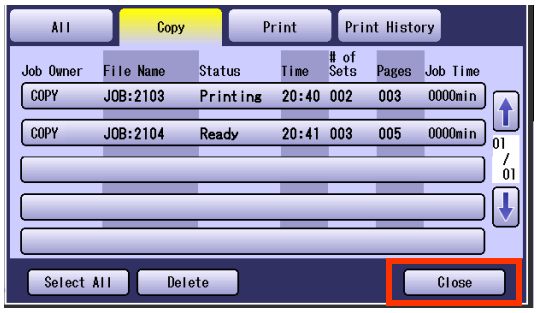
A list of copy jobs currently being printed or waiting to print can be displayed.

1 Select "**Copy**" in the Output Queue screen.



- A list of copy jobs currently being printed or waiting to print is displayed.

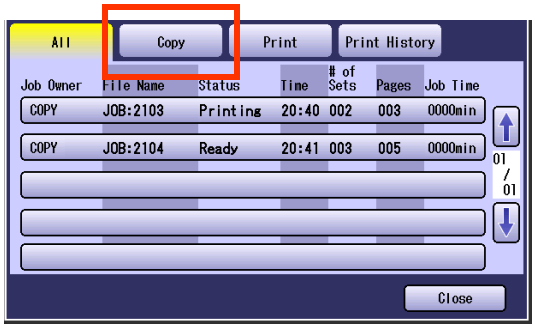
2 Select "**Close**".



Deleting Copy Jobs

The jobs in Ready status can be deleted.

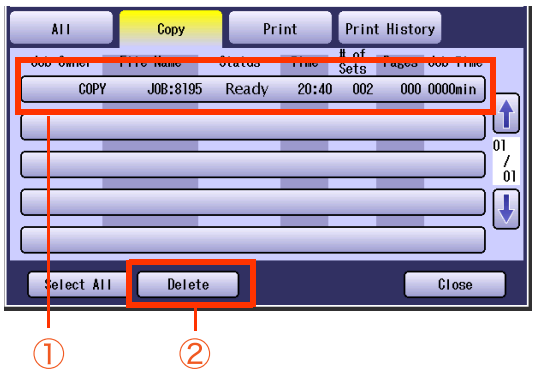
1 Select "**Copy**" in the Output Queue screen.



Copy	Select when deleting a copy job.
Print	Select when deleting a print job. ● Refer to the Operating Instructions (For PCL Printer Function) provided on the CD-ROM.

● To display the Output Queue screen, refer to the **Checking the Waiting to Copy Job** (see page 35).

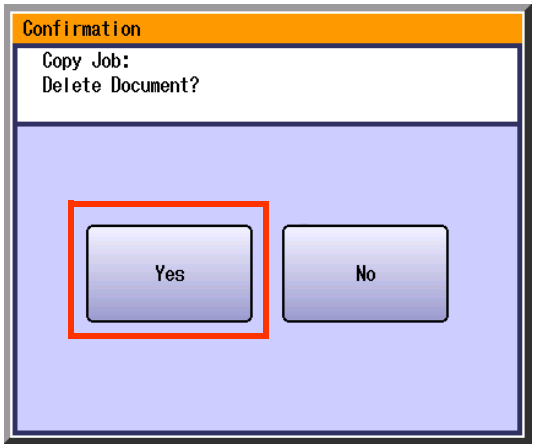
2 Select a job, and then select "**Delete**".



● When deleting all the jobs, select "**Select All**" and then select "**Delete**".

The screen to confirm the job deletion is displayed.

3 Select "**Yes**".



Selected Copy Job is deleted.

Completion Notice

If Completion Notice is set, you will be notified on your computer when copying is completed.

NOTE

- Before using this function, install the **Panasonic Document Management System** and **PCL Printer Driver**, and then configure each software.
- To register the IP Address of your computer, refer to **Network Scanner Settings (Option)** in the Operating Instructions (For Setting Up) of provided booklet and **Completion Notice** in the Operating Instructions (For PCL Printer Driver) on the provided CD-ROM.

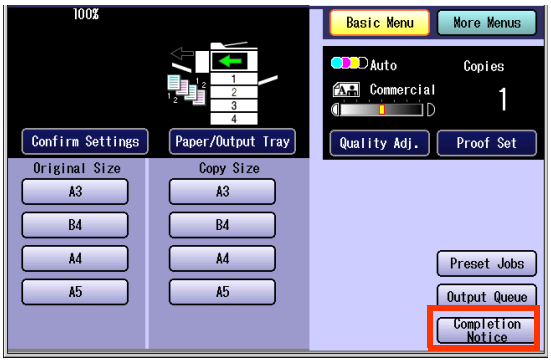
1 Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

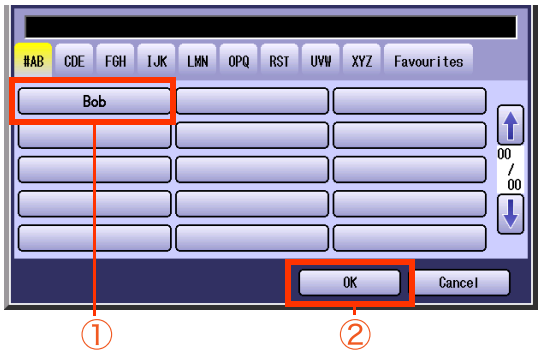
3 Select the copy features if necessary.

4 Select "**Completion Notice**".



5 Select an index tab or "**Favourites**" to display the registered computers.

6 Select a designated computer, and then select "**OK**".



7 Enter the desired number of copies.

8 Select the **Start** key.

A completion notice will be sent to the specified computer when copying is completed.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

2-Sided Copy Mode

NOTE

- For information on “1->2”, “2->2”, “Book->2” and “N in 1”, please refer to the Operating Instructions (For Basic Functions).
- The standard setting of the 2-Sided/Original->Copy can be changed. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Special paper such as cardboard cannot be used for 2-Sided copy.

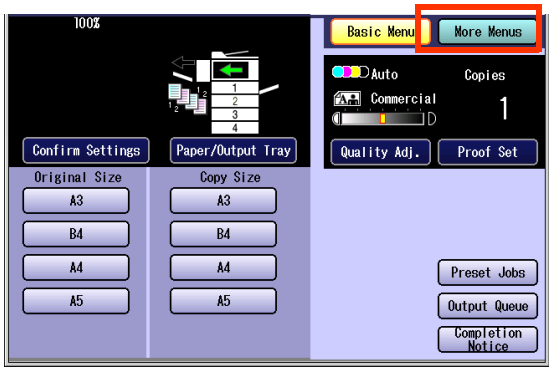
Basic Operation for the 2-Sided Copy Mode

1 Place original(s).

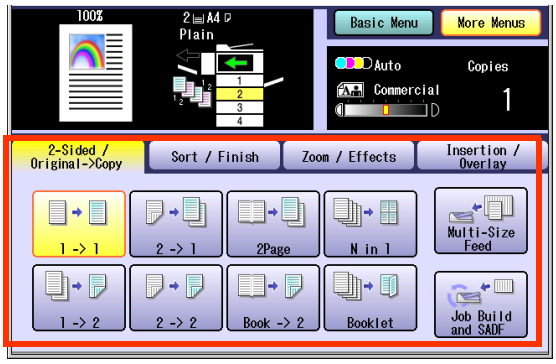
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.
- 2 ->1, Multi-Size Feed, Job Build and SADF: From ADF only.

2 Press the **Copy** key if set in other function mode.

3 Select “**More Menus**”.



4 Select the desired 2-Sided mode.



For 1 -> 1 : To clear the 2-Sided Copy Mode

2 -> 1 (see page 39)

2 Page (see page 40)

Booklet (see page 41)

Multi-Size Feed (see page 43)

Job Build and SADF (see page 45)

For N in 1, 1 -> 2, 2 -> 2 and Book ->2 Modes

- Refer to the Operating Instructions (For Basic Operation)

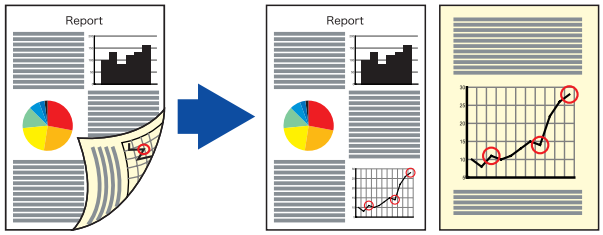
5 Enter the desired number of copies.

6 Press the **Start** key.

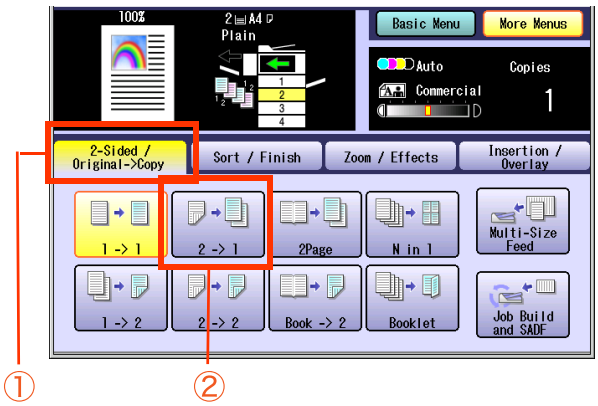
- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Copying 2-Sided Originals Onto Two Separate Sheets

2-Sided original(s) can be copied, and separated into 1-Sided pages.

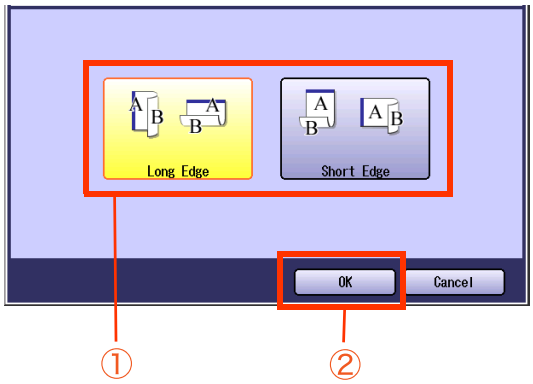


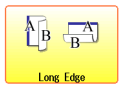
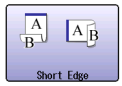
1 Select "**2-Sided/Original->Copy**", and then select "**2 -> 1**".



- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

2 Select the bind position, and then select "**OK**".

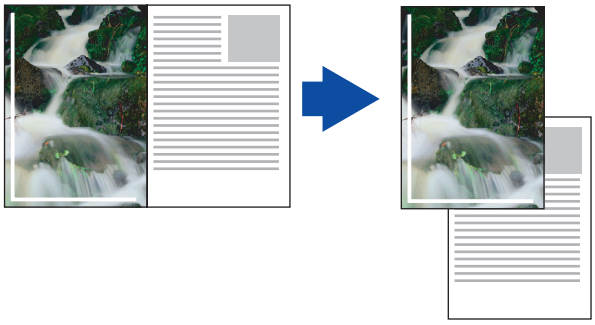


Long Edge	
Short Edge	

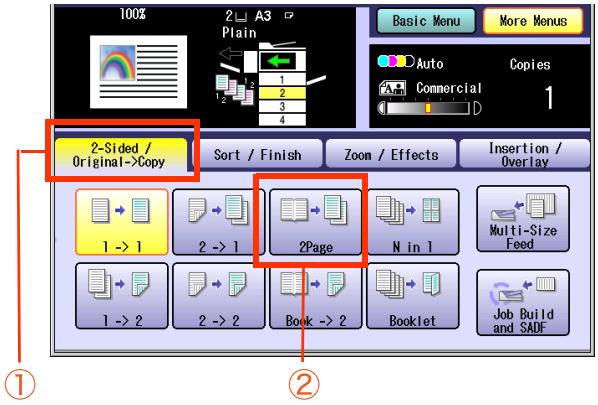
- For the following procedure, refer to steps 5 to 6 **Basic Operation for the 2-Sided Copy Mode** (see page 38).

Copying Facing Page Onto Two Separate Sheets

Two facing pages original can be copied, and separated into 1-Sided sheets.

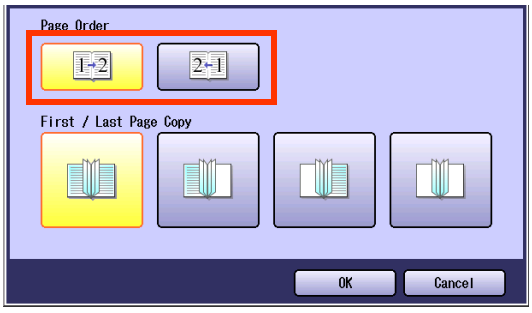


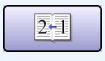
1 Select "**2-Sided/Original->Copy**", and then select "**2 Page**".



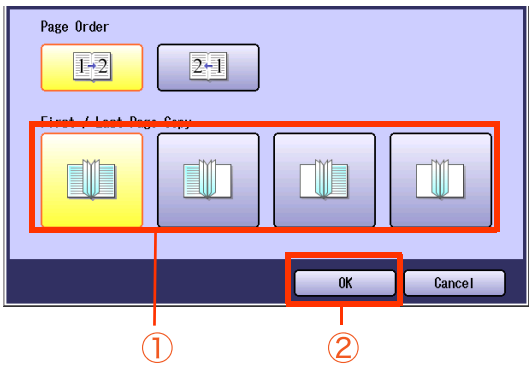
- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

2 Select a page order of original.



	The left page of the facing original is copied first.
	The right page of the facing original is copied first.

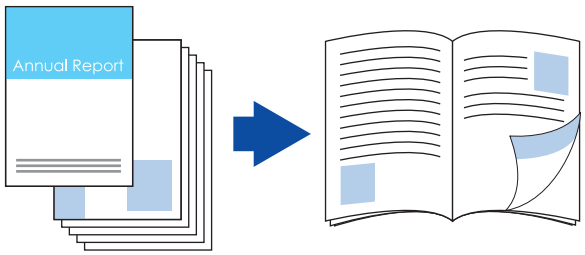
3 Select a copy layout, and then select "**OK**".



	The first and the last page are copied.
	The first page is copied, but the last page is not copied.
	The first page is not copied, but the last page is copied.
	The first and the last page are not copied.

- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

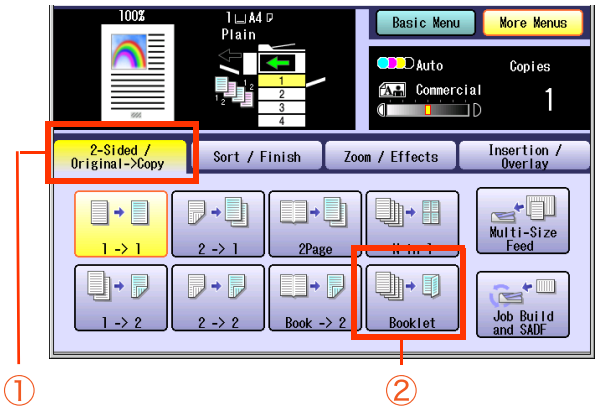
From 1-Sided Originals to 2-Sided Copies using Saddle Stitch



NOTE

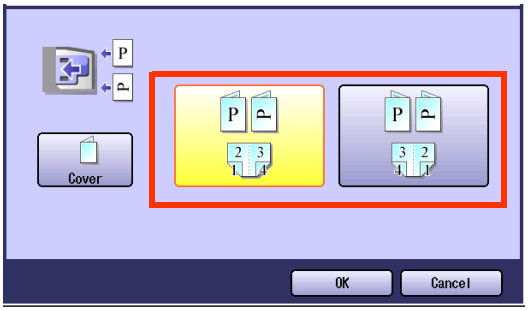
- The 2-Sided original cannot be copied into a booklet.
- Originals should be placed on the ADF. (A5 or A4 size is only available)
- Optional 1-bin saddle finisher is required. Applicable paper size are only A3 and A4R.
- The standard setting for the copy size is the original size, however, the setting can be changed to a “reduced size”. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

1 Select “**2-Sided/Original->Copy**”, and then select “**Booklet**”.



- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

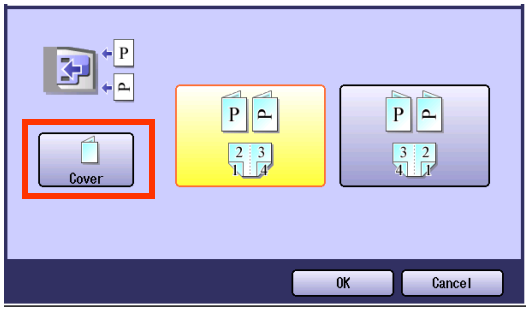
2 Select a bind position.



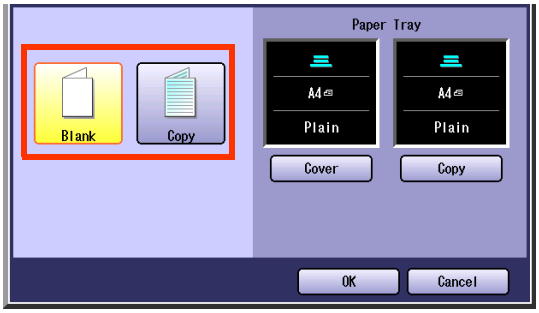
	Select when binding the left side or the top side of the page.
	Select when binding the right side or the bottom side of the page.

3 Select the cover page type if necessary.

① Select “**Cover**”.

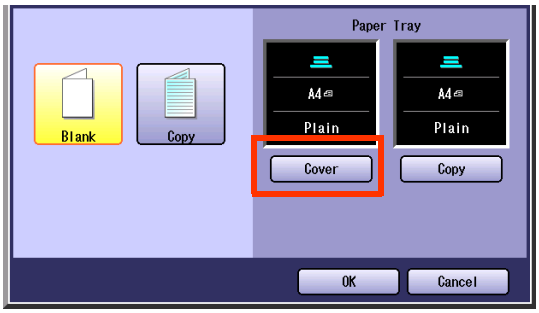


② Select a cover type.



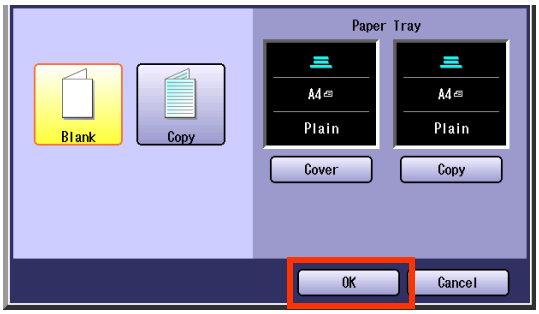
Blank	Not copied on the cover.
Copy	Copied on the cover.

③ Select "**Cover**" to select a paper.

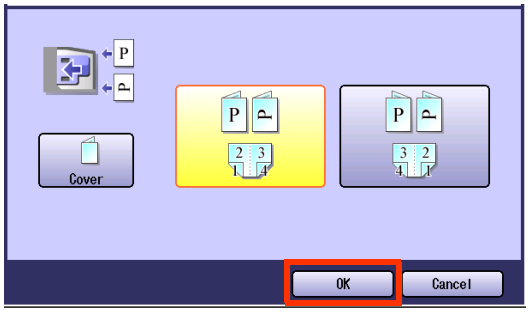


- When changing paper other than the cover, press the **Copy** key on the Control Panel. If the paper of desired size is available on the tray, the display changes.
  Select a paper size from the display.

4 Select "**OK**" to exit the cover settings.



5 Select "**OK**".

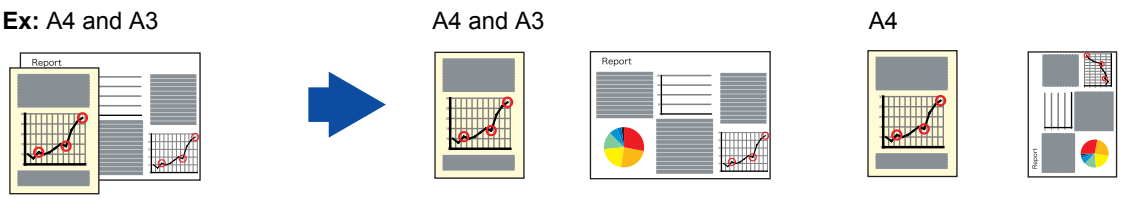


- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

Copying Mixed Size Originals from the ADF

Use this function when copying mixed size originals (A3 and A4)using with the ADF, original size can be detected automatically then can be copied to the same size or one specified size.

Ex: Same Size (Standard Setting) Ex: Specified Size



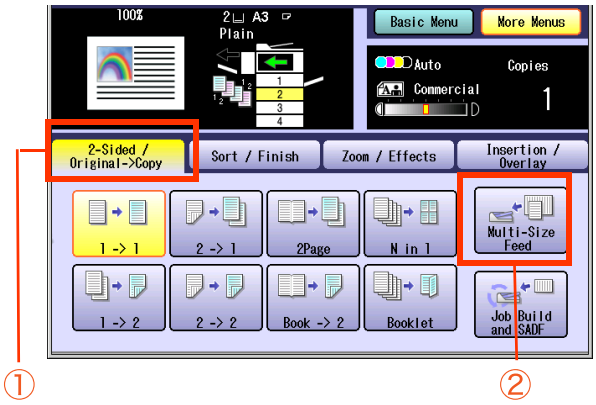
NOTE

- The following 2 combinations are possible.

	Original Size 1	Original Size 2
1	A3	A4
2	A4R	A5

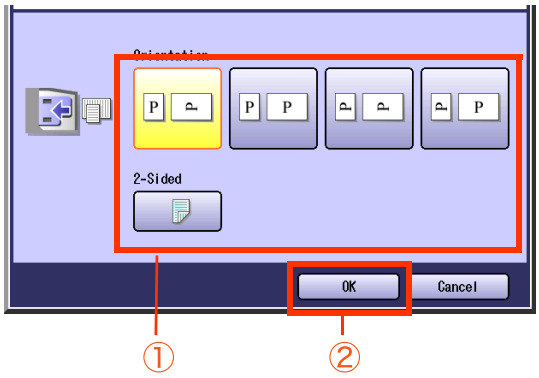
- If no copy size is specified, the original is copied in the same size. If any copy size is specified, the original is copied automatically enlarged or reduced in accordance with the specified size.
- Only when copying by specifying the same copy size, 2-Sided copying is possible by setting "**2-Sided**".
- Only when copying by specifying the same copy size, the copies can be rotated and printed as a booklet or as a unit of specified number of pages by setting "**Rotate-Sort**" or "**Rotate-Group**".

1 Select "**2-Sided/Original->Copy**", and then select "**Multi-Size Feed**".

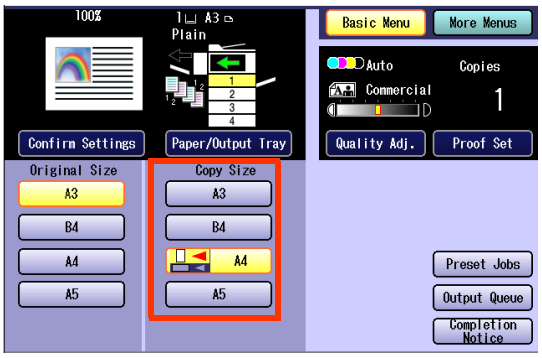


- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

2 Select an orientation, and then select "**OK**".



3 When copying the same paper size, touch “**Basic Menu**”, and then select a desired copy size with copy size button.



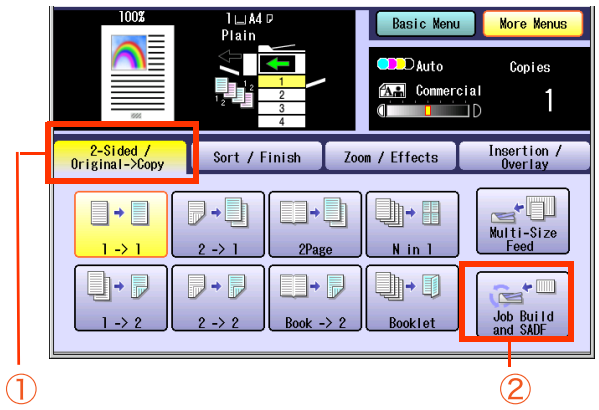
- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 38).

Copying Special Originals (Thin Paper, etc.) from the ADF

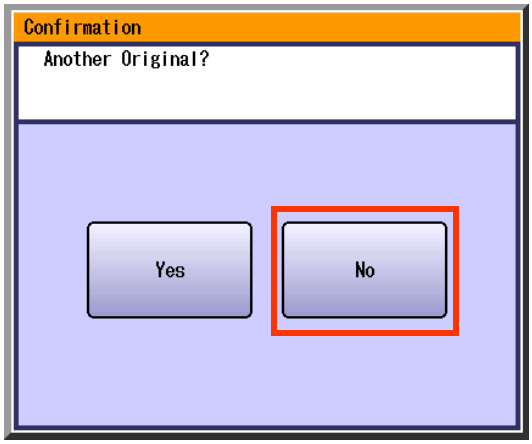
■ SADF

This mode adds a 5 second delay to allow another original to be placed on the ADF. Special originals (like thin paper, etc.) can be fed from the ADF and copied continuously using the SADF Mode.

1. Place one original (minimum 50 g/m^2) on the ADF.
2. Press the **Copy** key if set in other function mode.
3. Select "**More Menus**".
4. Select "**2-Sided/Original->Copy**", and then select "**Job Build and SADF**".



5. Enter the desired number of copies.
6. Press the **Start** key.
7. Place the next original within 5 sec. of last ejected copy.
8. After the last page is scanned, select "**No**" in the confirmation screen.



■ Job Build

This is useful, when copying multiple sets of originals that exceed the maximum capacity of the ADF of 70 sheets (80 g/m^2). (See the Example below)

Ex: To make 5 sets of sorted copies of 100-sheet of originals.

(a) Place the first 70 sheets of originals on the ADF.

(b) Select "**2-Sided/Original**" Copy menu and select Job "**Job Build and SADF**".

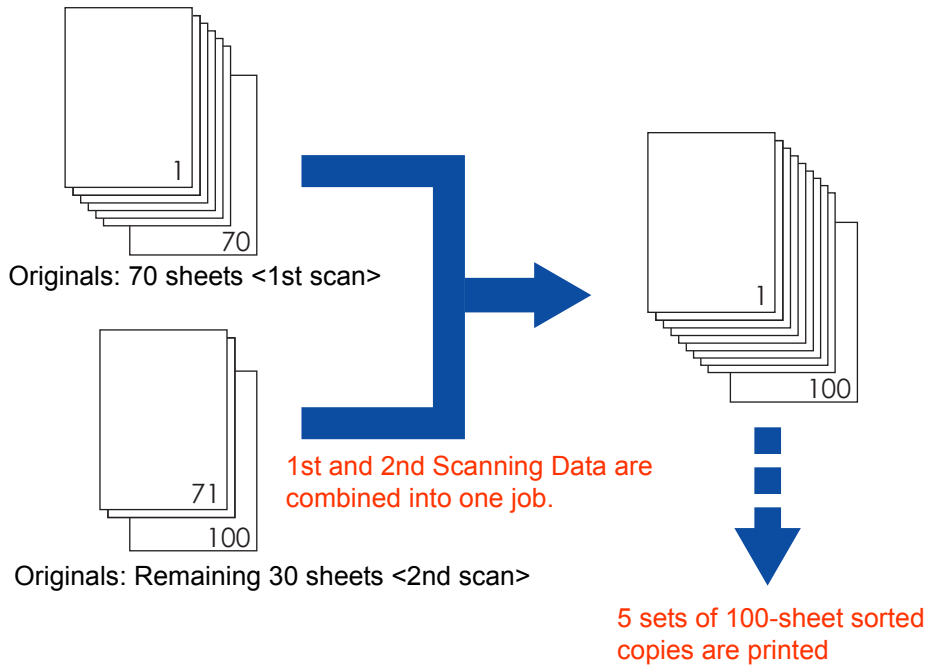
(c) Select "**Sort/Finish**" menu and select the desired Sorting/Finishing end result.

(d) Press the **Start** key.

(e) After scanning the first 70 sheets, you can place the remaining 30 sheets of originals on the ADF within 5 second to continue copying without interrupting the cycle.
Or if you do nothing, the machine will display "**Another original? / Yes or No**".

(f) Place the remaining 30 sheets of originals on the ADF tray and select "**Yes**".

(g) After scanning the remaining 30 sheets, "**Another original? / Yes or No**" will display, select "**No**" to start the printing process.



NOTE

- Original should be placed on the ADF.
- Up to 999 sheets of the originals can be scanned in one job. The maximum capacity of the scanned data can be reached less than 999 sheets of the originals depending on the type of sheets being scanned.
  If the memory becomes full during scanning, follow the instructions on the Display.

Sort Mode

The original can be copied, printed, and sorted in a specified number of sets.

- Optional Finisher is not installed.
  Refer to the Operating Instructions (For Basic Functions).
- Optional Finisher is installed.
  Shift-Sort, Shift-Group and Staple mode are available.
- Optional Punch Unit is installed
  Punch mode is available.

Shift-Sort

Shift-Group

Staple-Sort

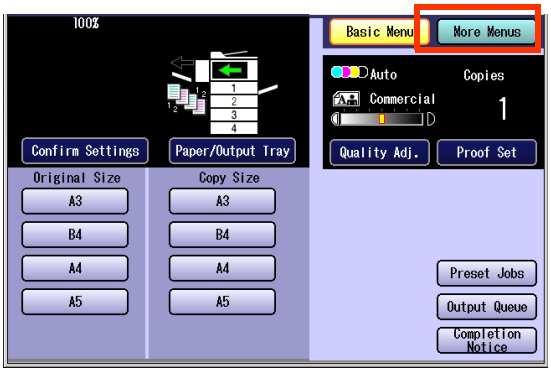
Punch

1 Place original(s).

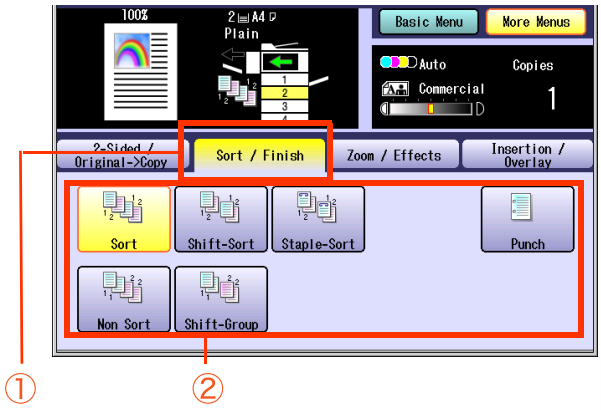
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select “**More Menus**”.



4 Select “**Sort/Finish**”, and then select a sort mode.

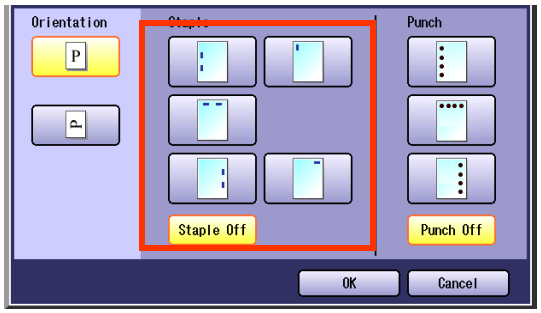


- When the “**Staple-Sort**” or “**Punch**” is selected, refer to next page.

<Continue to the Next Page>

❑ When the optional 1-Bin Saddle Stitch Finisher is installed.

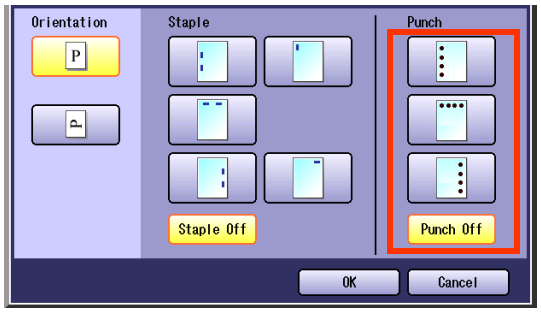
Select the stapling position.



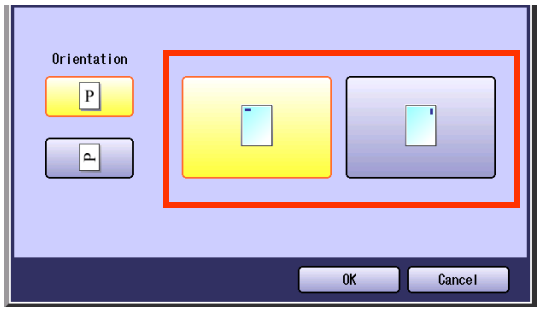
	2 positions on the left side.
	1 position on the upper left side.
	2 positions on the upper side.
	2 positions on the right side.
	1 position on the upper right side.

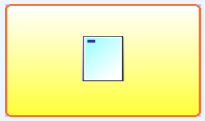
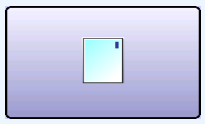
❑ When the optional Punch Unit is installed to the 1-Bin Saddle Stitch Finisher.

Select the punching position.



❑ When the optional 1-Bin Finisher is installed. Select the stapling position.



	1 position on the upper left side.
	1 position on the upper right side.

5 Enter the desired number of copies.

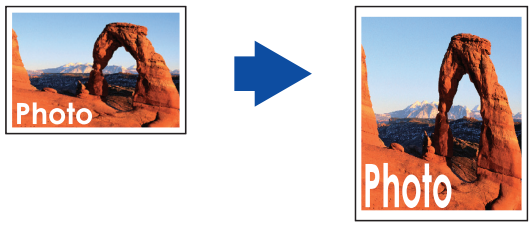
6 Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Zoom Mode

Variable Ratios

The original can be copied by setting the Enlargement/Reduction Ratio.

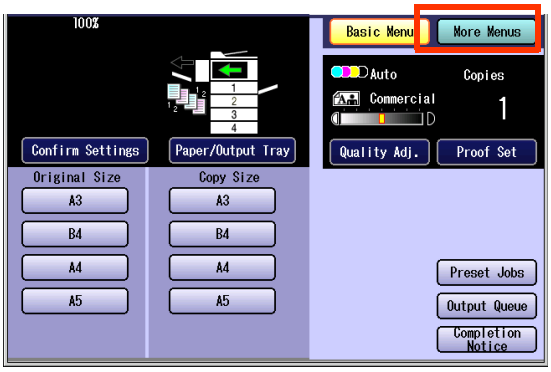


1 Place original(s).

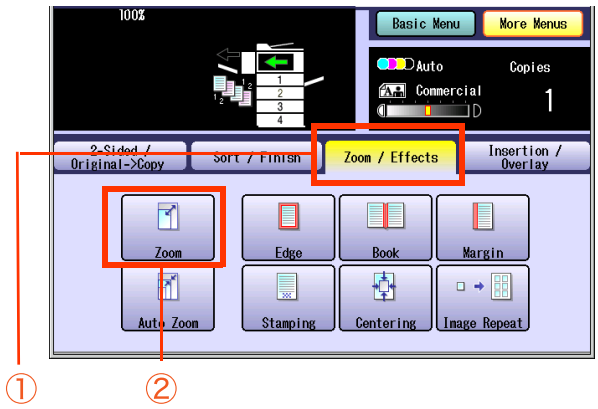
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

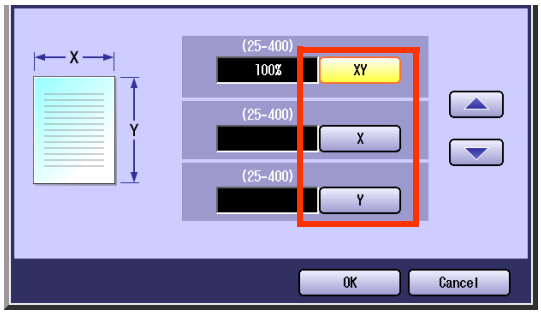
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Zoom**".

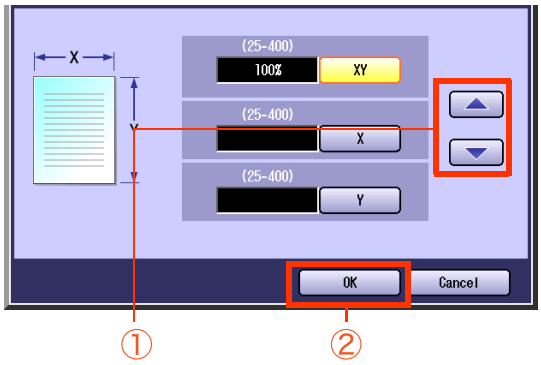


5 Select the item to enlarge/reduce.



XY	Select to set the same enlargement/ reduction ratio vertically and horizontally.
X	Select to set the horizontal enlargement/reduction ratio.
Y	Select to set the vertical enlargement/ reduction ratio.

6 Input the zoom ratio with "▲" and "▼", or the keypad, and then select "**OK**".



- The ratio can be set in 1% increments within 25% to 400%.
- When changing the paper size after setting the zoom ratio, touch "**Basic Menu**", and then select "**Paper/Output Tray**", and select the paper size.

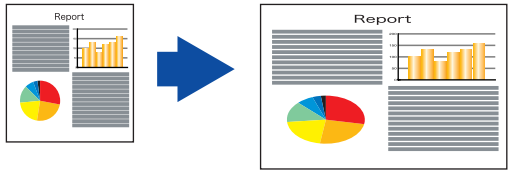
7 Enter the desired number of copies.

8 Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Auto Zoom

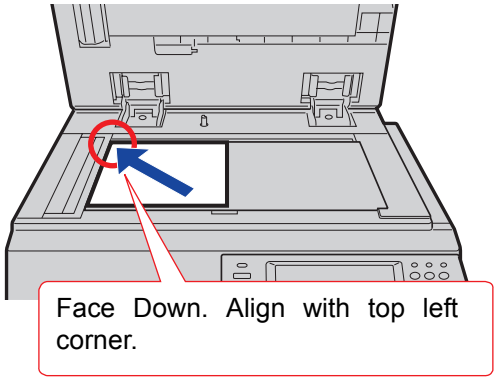
By setting Auto Zoom, originals can be automatically Enlarged/Reduced to fit the size of the loaded paper.



NOTE

- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

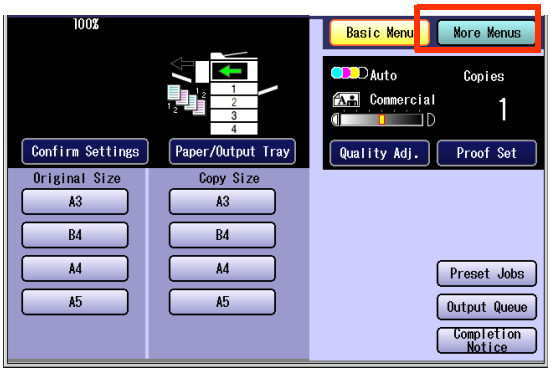
1 Open the ADF more than 45 degrees, and then place the original on the platen, leaving it open.



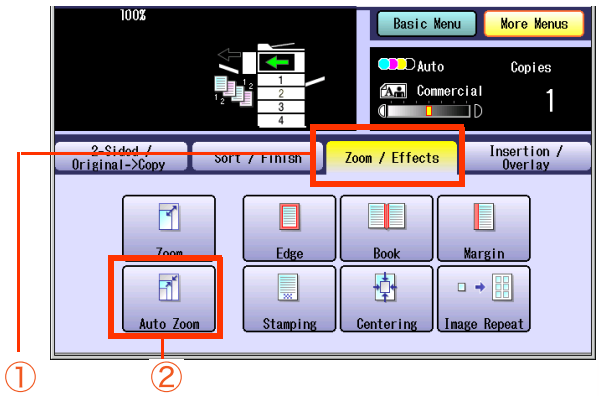
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

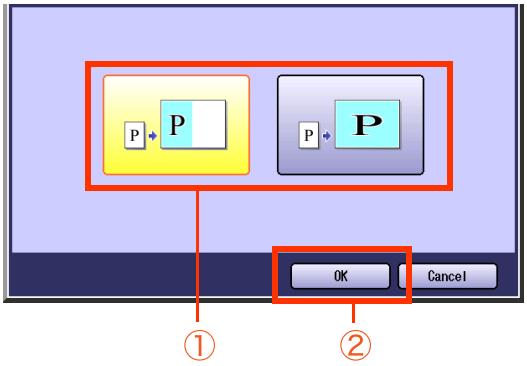
3 Select "**More Menus**".

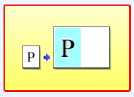
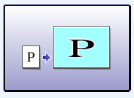


4 Select "**Zoom/Effects**", and then select "**Auto Zoom**".

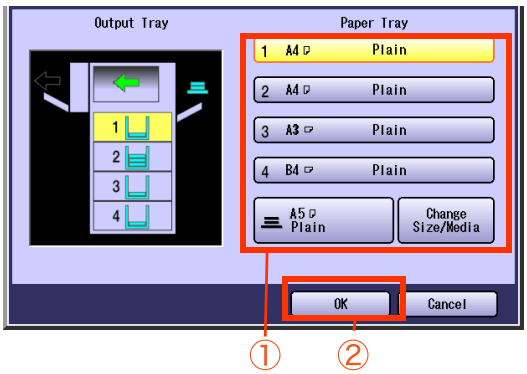


5 Select the desired zoom/type ratio, and then select "**OK**".



	Enlarged or reduced according to the vertical/ horizontal size of the paper.
	Enlarged or reduced according to both vertical/ horizontal size of the paper.

6 Select the desired size of paper, and then select "**OK**".



7 Enter the desired number of copies.

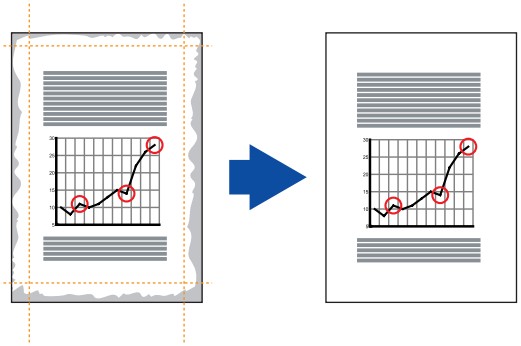
8 Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Effect Modes

Setting a Blank Edge

Unnecessary edge can be erased by setting a blank edge.



NOTE

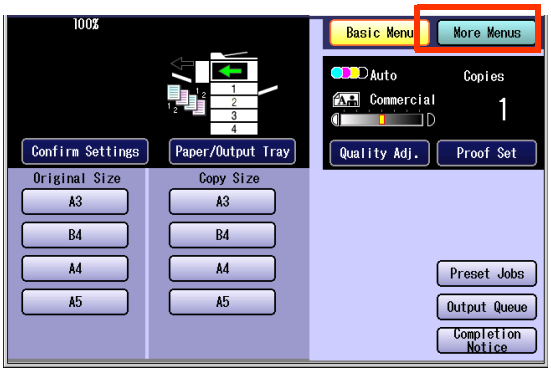
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.

1 Place original(s).

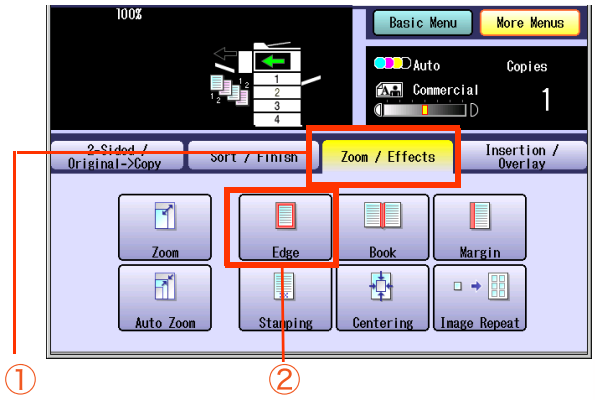
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

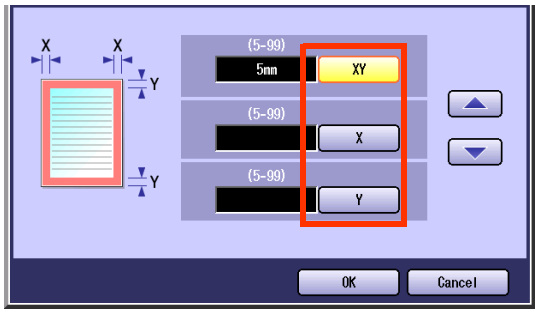
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Edge**".

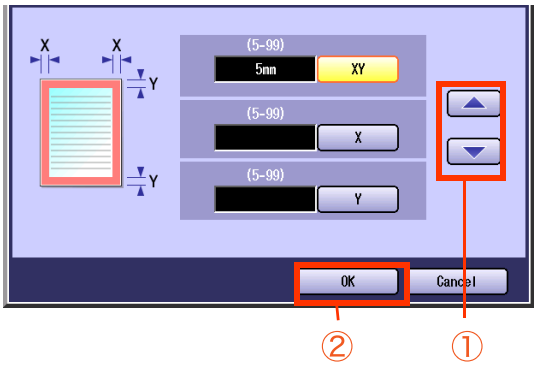


5 Select "**XY**" to set the same value for X and Y, or "**X**", "**Y**" to set a different value for X and Y.



XY	Select to set the same erasing width for all sides.
X	Select to set the erasing width for the right and left sides.
Y	Select to set the erasing width for the top and bottom sides.

6 Input the erasing width with "▲" and "▼", or the keypad, and then select "**OK**".



- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

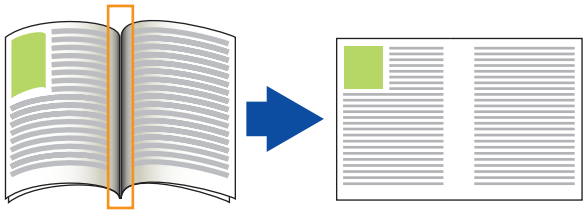
7 Enter the desired number of copies.

8 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Eliminate Dark Inner Binding Shadows

When copying books etc., the centre of folding position may be shaded. This shade can be easily eliminated.



The shade is erased.

NOTE

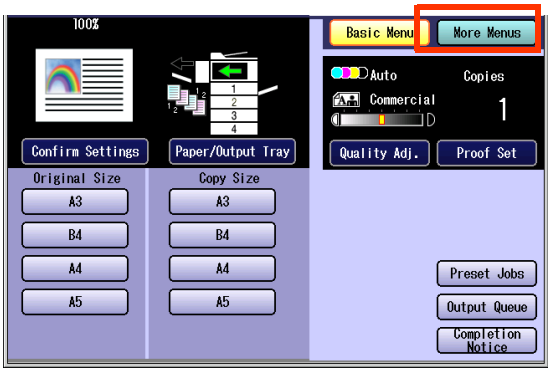
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.
- When "**Overlay**" or "**Form Overlay**" is selected, this function cannot be executed for the overlay original.

1 Place original(s).

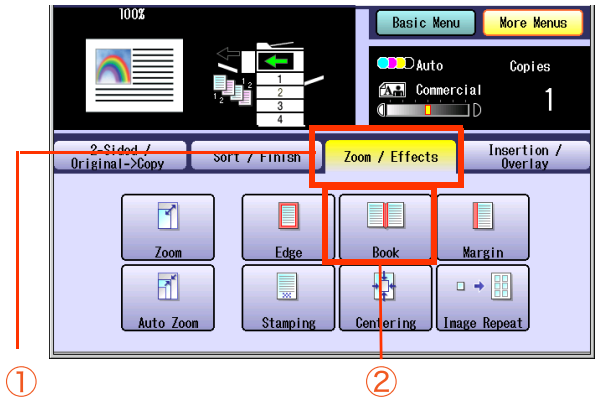
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

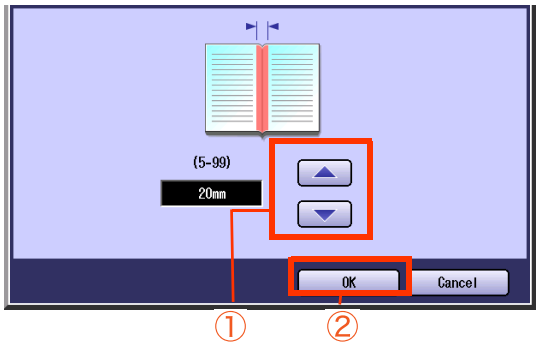
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Book**".



5 Input the erasing width with "▲" and "▼", or the keypad, and then select "**OK**".



- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

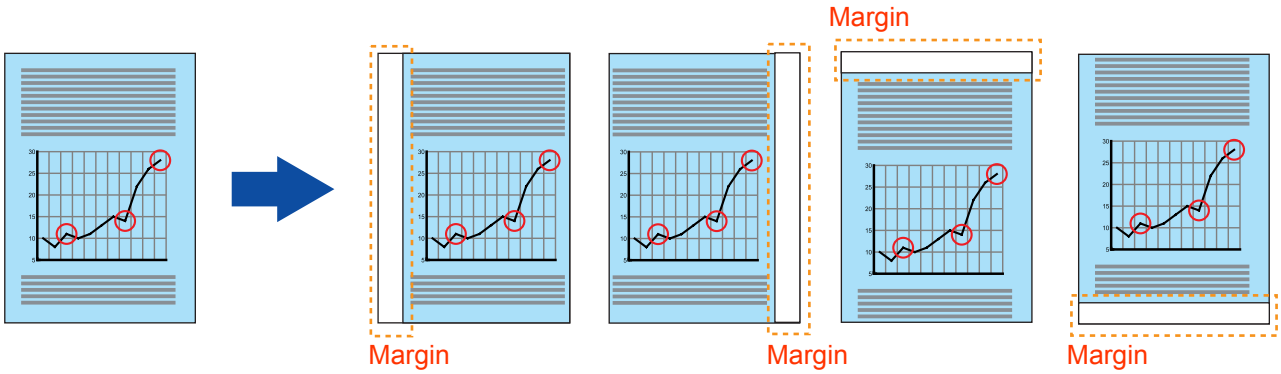
6 Enter the desired number of copies.

7 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Shift Image to Right, Left, Up or Down

The original can be copied by setting a binding margin on the edge or in the centre of the paper.



NOTE

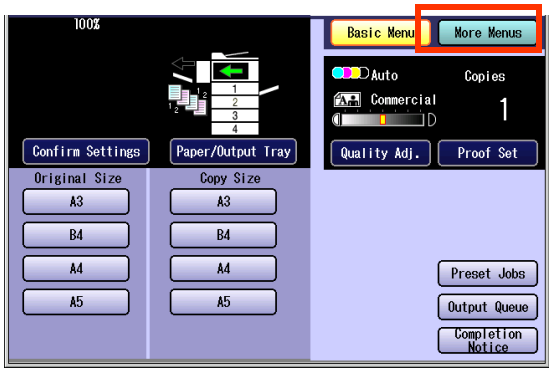
- If a part of the copied image is missing, change the Margin Reduction setting to Yes. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When "**Overlay**" or "**Form Overlay**" is selected, the binding margin is set also for the overlay original.

1 Place original(s).

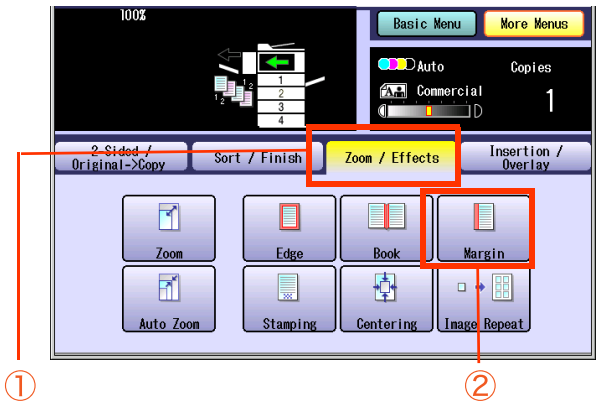
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

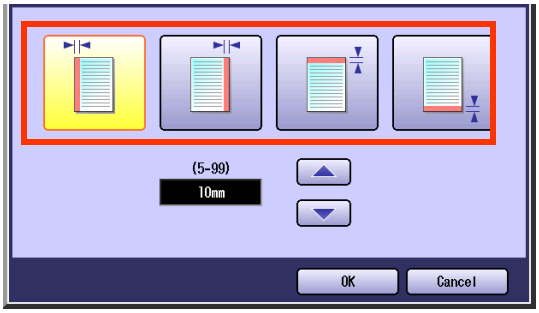
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Margin**".

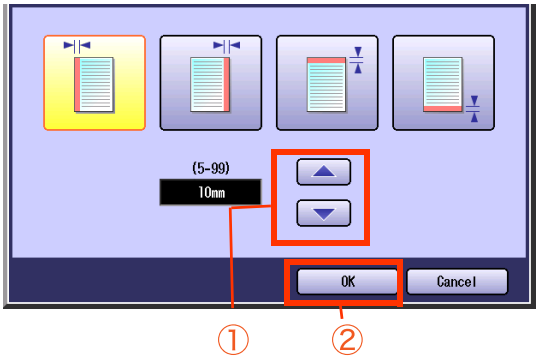


5 Select the desired position of the binding margin.



	Select to set the binding margin on the left side of the paper.
	Select to set the binding margin on the right side of the paper.
	Select to set the binding margin on the top side of the paper.
	Select to set the binding margin on the bottom side of the paper.

6 Input the width of the binding margin with "▲" and "▼", or the keypad, and then select "**OK**".



- The width of the binding margin can be set in 1 mm increments, from 5 mm to 99 mm.

7 Enter the desired number of copies.

8 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Copying with Stamping

Page Numbers, Date, etc. can be stamped on each sheet.

NOTE

- This function can be selected when the original is placed on the ADF.
- Only 1 of the page number, date, control number and characters can be selected to print in 1 scanning. 2 or more stamps cannot be stamped in 1 scanning.
- Stamped only in black.

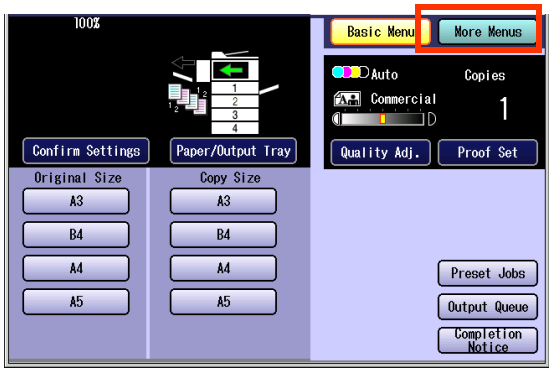
■ Basic Operation for Stamping

1 Place original(s) on the ADF.

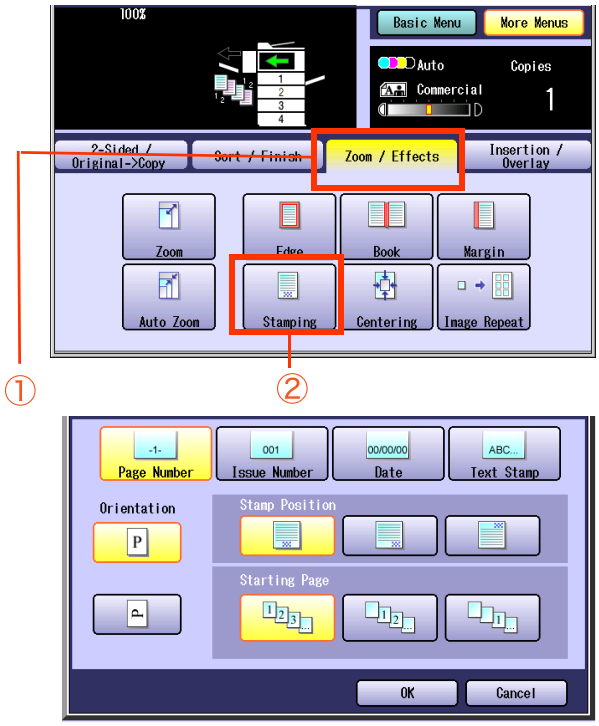
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Stamping**".



- **Page Number** (see page 60)
- **Issue Number** (see page 62)
- **Date** (see page 64)
- **Text Stamp** (see page 66)

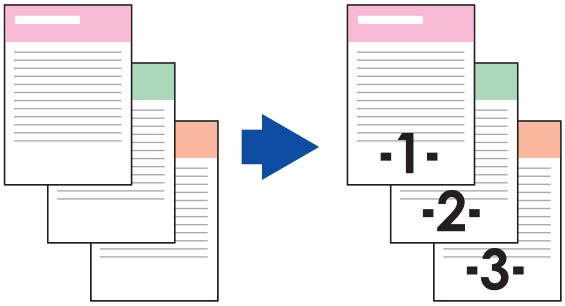
5 Enter the desired number of copies.

6 Press the **Start** key.

Memo

■ Page Number

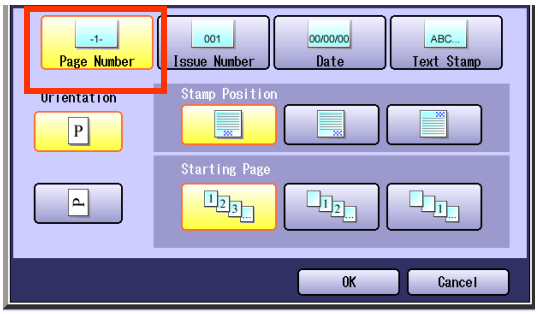
The original can be copied with page numbers printed.



NOTE

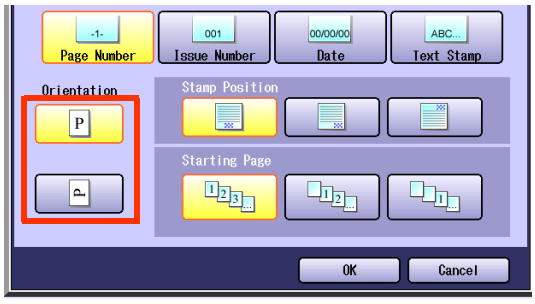
- The default is -n- (number) format. To change to n/m (number/maximum) format, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Make sure to select "**Sort**".

1 Select "**Page Number**".



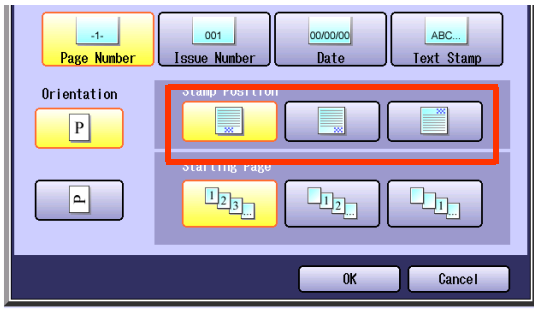
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 58).

2 Select the orientation of the original.



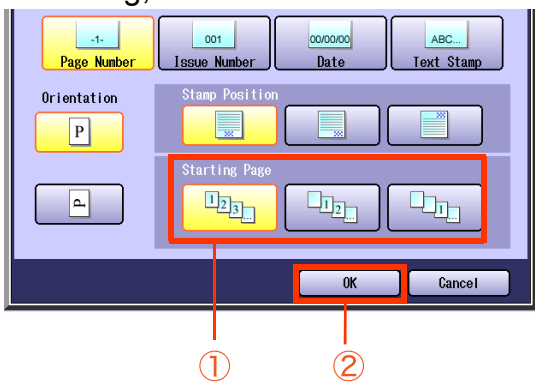
P	Select the orientation of the original according to the orientation of the characters (vertical direction) on the original.
P	Select the orientation of the original according to the orientation of the characters (horizontal direction) on the original.

3 Select the stamping position.



	The page number is printed on the centre of the bottom position.
	The page number is printed on the bottom right position.
	The page number is printed on the top right position.

4 Select the starting page of the numbering, and then select "**OK**".

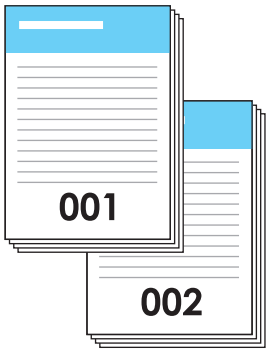


	The page numbering starts from the first page.
	The page numbering starts from the second page.
	The page numbering starts from the third page.

- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 58).

■ Issue Number

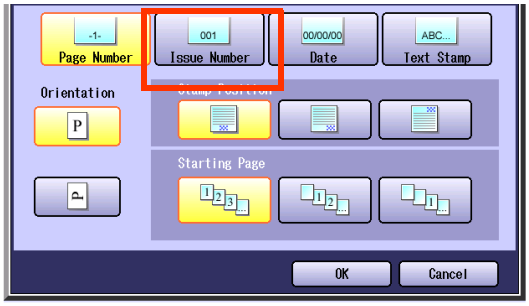
The original can be copied, and printed in consecutive numbers from 001 to 999.



NOTE

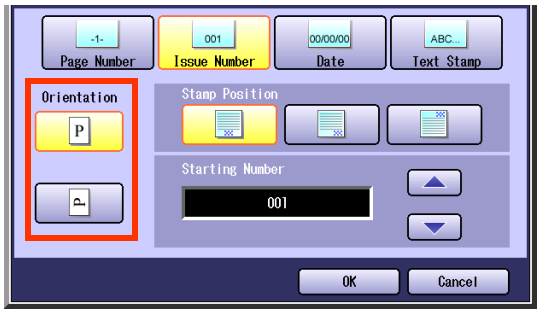
- The issue numbers can be set from 001 to 999. After 999, the number returns to 001.

1 Select "**Issue Number**".



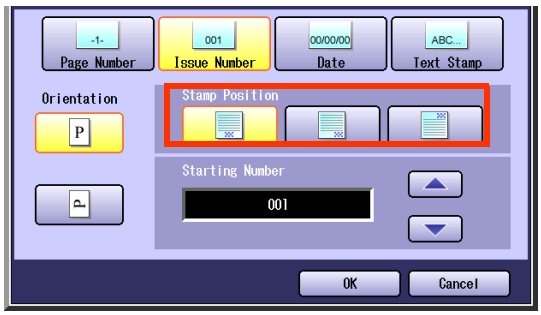
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 58).

2 Select the orientation of the original.



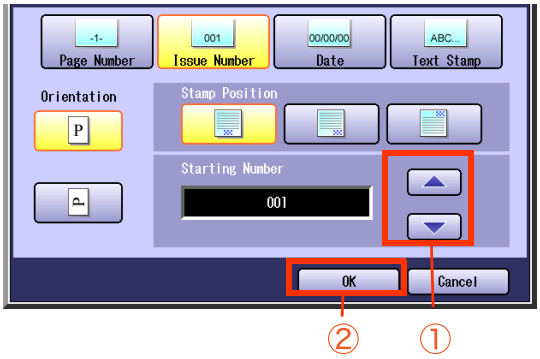
P	Select the orientation of the original according to the orientation of the characters (vertical direction) on the original.
P	Select the orientation of the original according to the orientation of the characters (horizontal direction) on the original.

3 Select the stamping position of issue number.



	The issue number is printed on the bottom at the centre.
	The issue number is printed on the bottom right side.
	The issue number is printed on the top right side.

4 Input the starting number of the issue number with "▲" and "▼", or the keypad, and then select "**OK**".

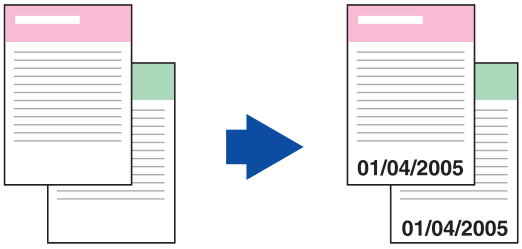


▲	Each time it is selected, the number is increased by 1.
▼	Each time it is selected, the number is decreased by 1.

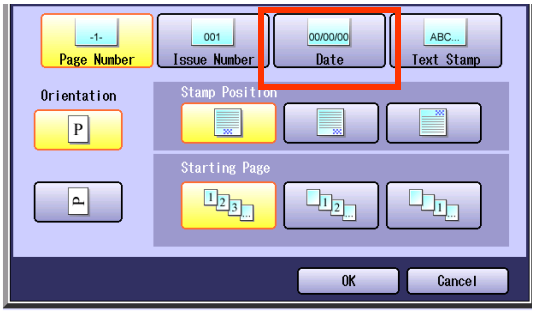
- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 58).

■ Date

The original can be copied with a printed date. The date is printed in DD/MM/YYYY format.

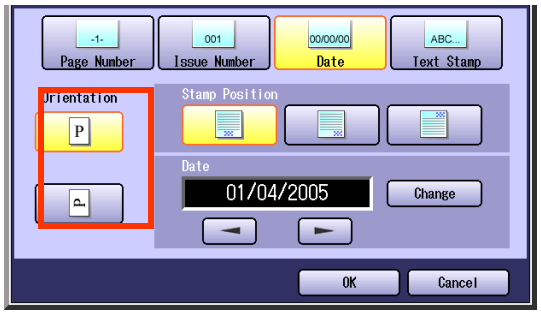


1 Select "**Date**".



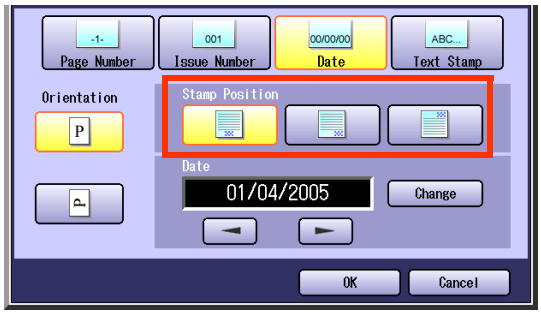
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 58).

2 Select the orientation of the original.



P	Select the orientation of the original according to the orientation of the characters (vertical direction) on the original.
P	Select the orientation of the original according to the orientation of the characters (horizontal direction) on the original.

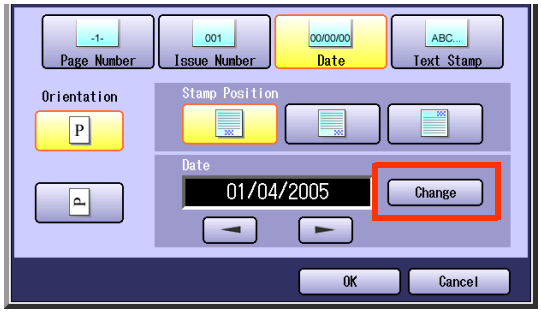
3 Select the stamping position of the date stamp.



	The date is printed on the bottom at the centre.
	The date is printed on the bottom right side.
	The date is printed on the top right side.

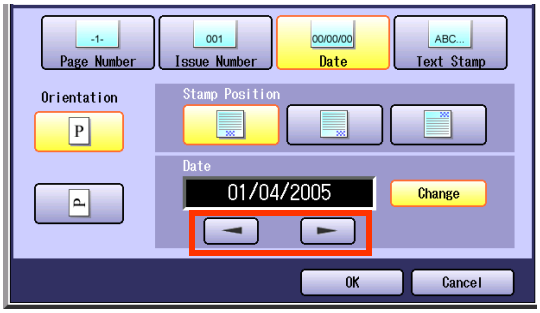
4 To change the date, follow the steps below.

① Select "**Change**".



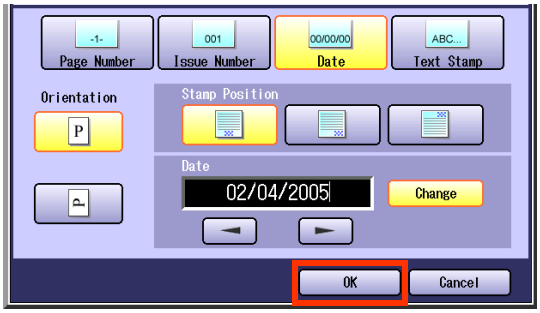
The cursor is displayed.

② Move the cursor to the desired position using and .



③ Update the date with the Keypad.

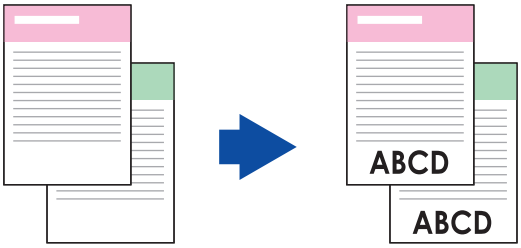
5 Select "**OK**".



- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 58).

■ Text Stamp

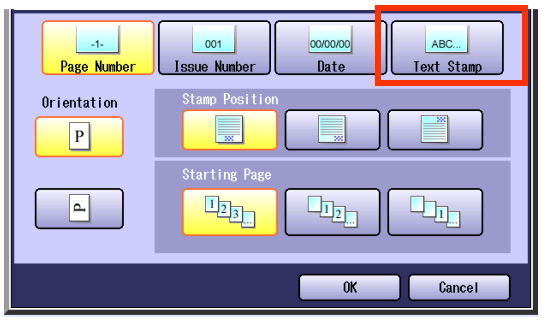
The original can be copied with printed text.



NOTE

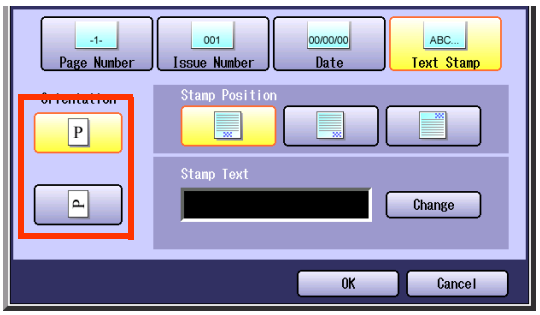
- Up to 32 characters, including A to Z, a to z, 0 to 9, symbols, @, . (Period), _ and space can be printed.
- The font size is 2.1 mm x 3.1 mm.

1 Select "**Text Stamp**".



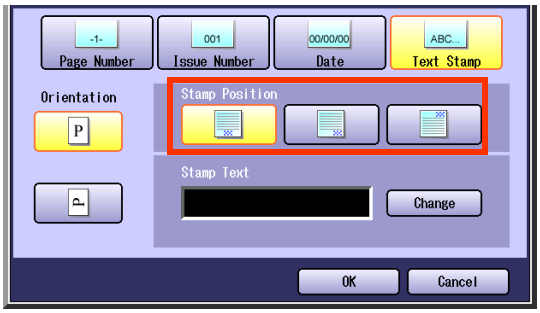
- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 58).

2 Select the orientation of the original.



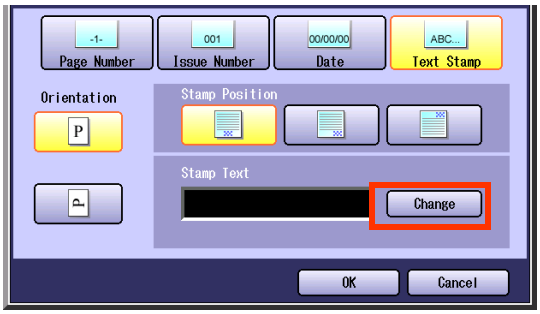
P	Select the orientation of the original according to the orientation of the characters (vertical direction) on the original.
P	Select the orientation of the original according to the orientation of the characters (horizontal direction) on the original.

3 Select the stamping position of the text stamp.

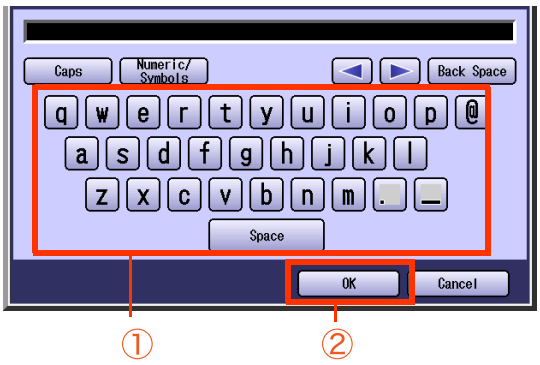


	The text stamp is printed on the bottom at the centre.
	The text stamp is printed on the bottom right side.
	The text stamp is printed on the top right side.

4 Select "**Change**".

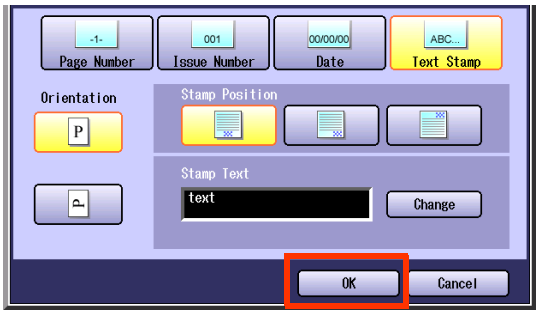


5 Input text, and then select “**OK**”.



- Up to 32 characters.
- For instructions on **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.

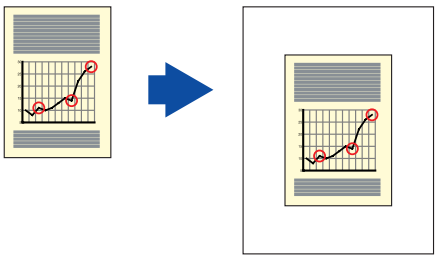
6 Select “**OK**”.



- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 58).

Centring

The copying image can be centred automatically on selected paper.



NOTE

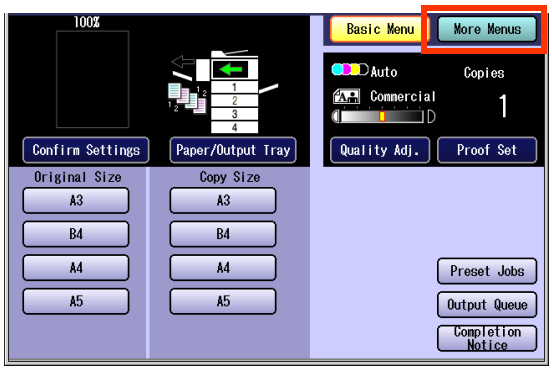
- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

1 Open the ADF more than 45 degrees, and then place original(s) on the platen.

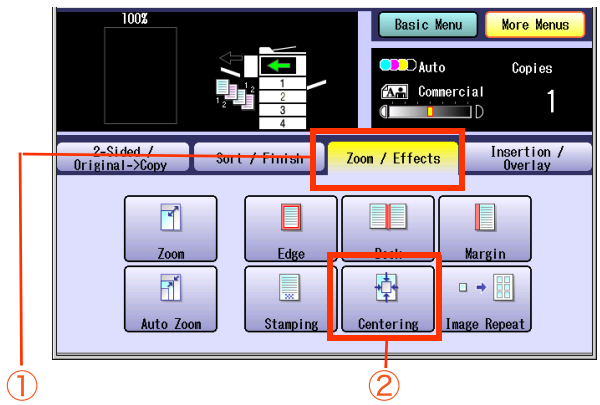
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

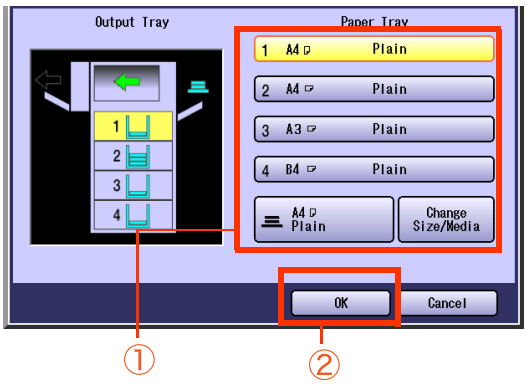
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**centering**".



5 Select the desired type of paper, and then select "**OK**".



6 Enter the desired number of copies.

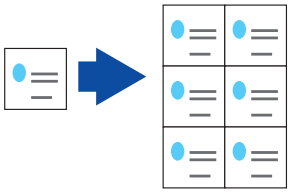
7 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Image Repeat

Create continuous copy image on the sheet.

The minimum size of the original is 20 mm x 20 mm.



NOTE

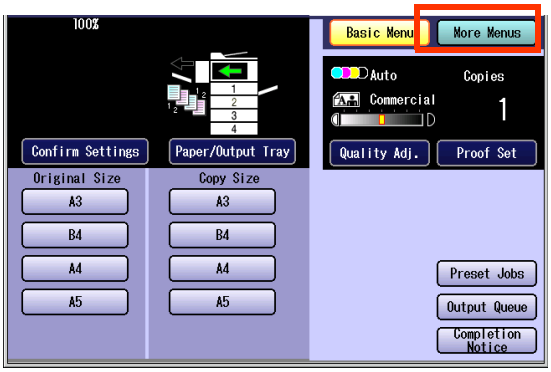
- You can change to have dotted lines printed around the copy images. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

1 Open the ADF more than 45 degrees, and then place original(s) on the platen.

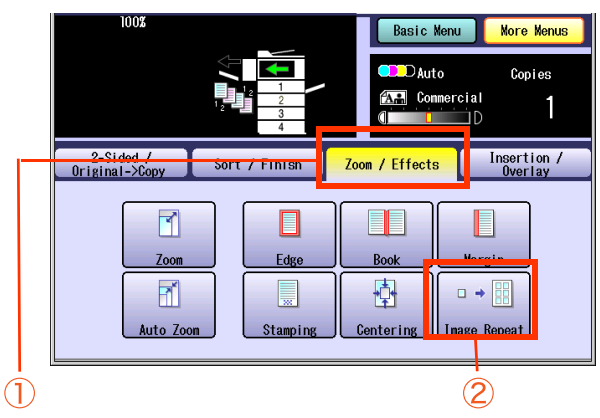
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

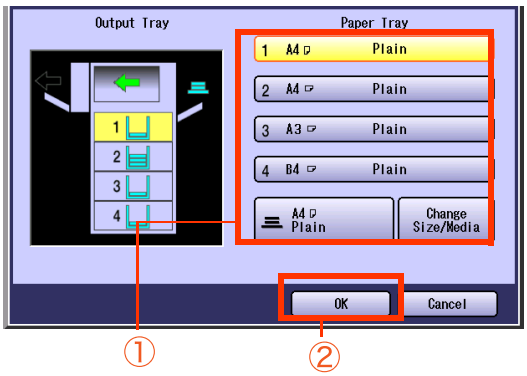
3 Select "**More Menus**".



4 Select "**Zoom/Effects**", and then select "**Image Repeat**".



5 Select the desired type of paper, and then select "**OK**".



6 Enter the desired number of copies.

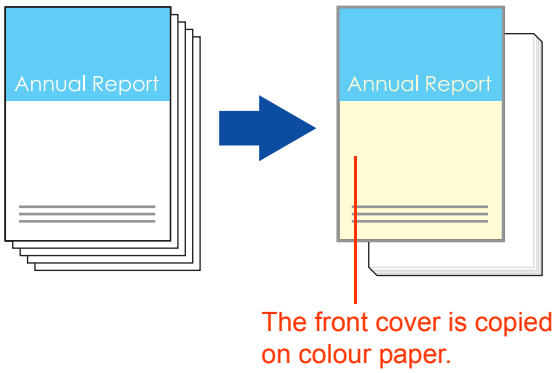
7 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Insertion Modes

Add a Cover Page to Copies

The original can be copied using other types of paper as a Cover Page. Only the Front Cover, or Front and Back Covers can be selected.

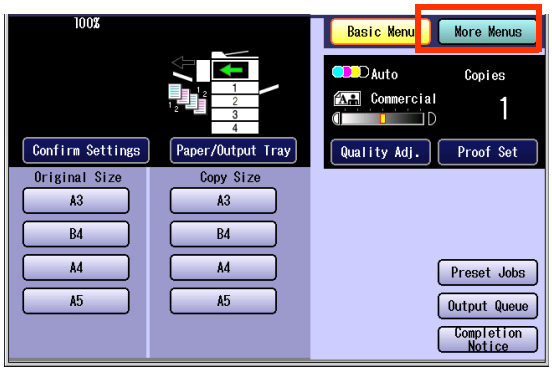


1 Place original(s) on the ADF.

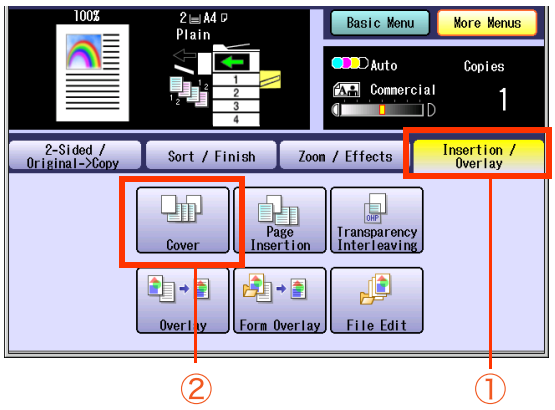
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

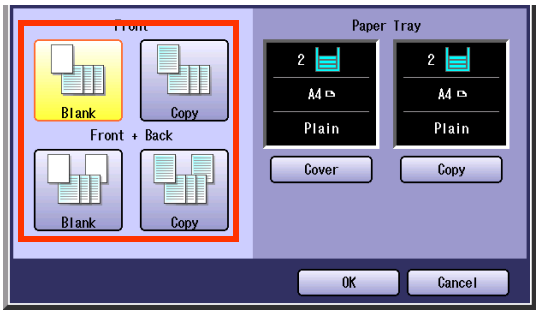
3 Select "**More Menus**".



4 Select "**Insertion/Overlay**", and then select "**Cover**".

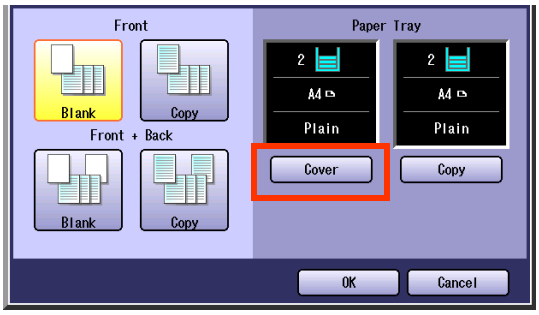


5 Determine whether to copy the Front/ Back cover.



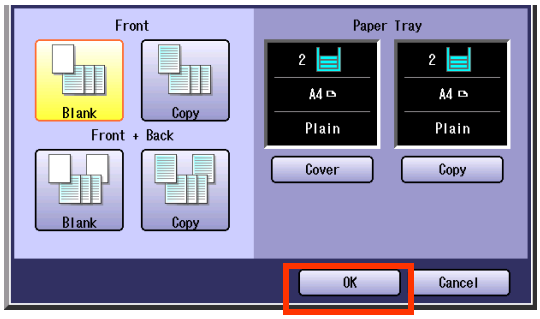
Front **Blank**	Select to add a Blank Front Cover.
Front **Copy**	Select to add a Copied Front cover.
Front+Back **Blank**	Select to add a Blank Front and Back Cover.
Front+Back **Copy**	Select to add a Copied Front and Back Cover.

6 Select "**Cover**" until the paper tray to be used is displayed.



- When changing paper other than the cover page, press the **Copy** key, and change the paper tray.

7 Select "**OK**".



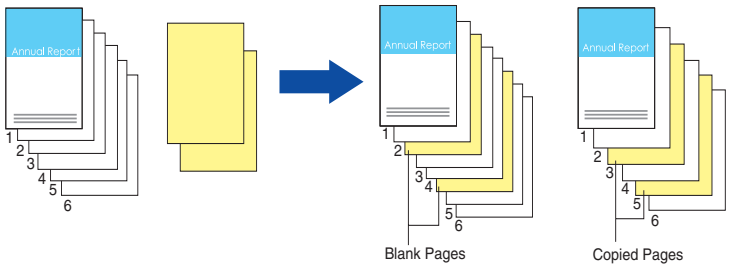
8 Enter the desired number of copies.

9 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Inserts Blank/Copied Pages Between Copies

The original can be copied by inserting other types of paper between specified pages.

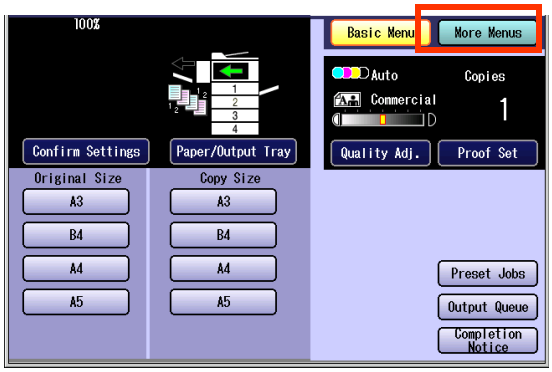


1 Place original(s) on the ADF.

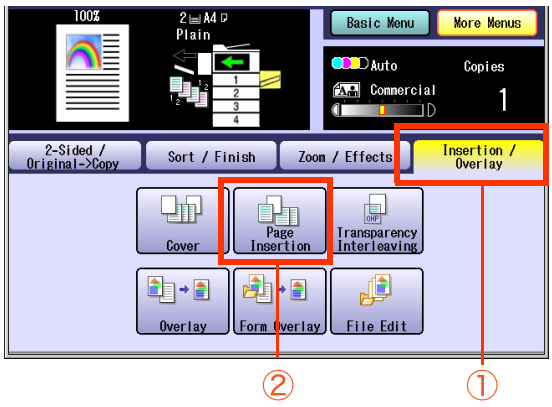
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

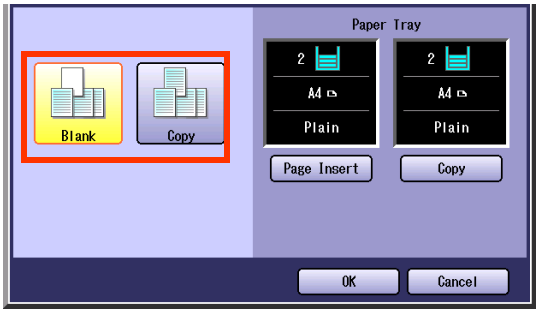
3 Select "**More Menus**".



4 Select "**Insertion/Overlay**", and then select "**Page Insertion**".

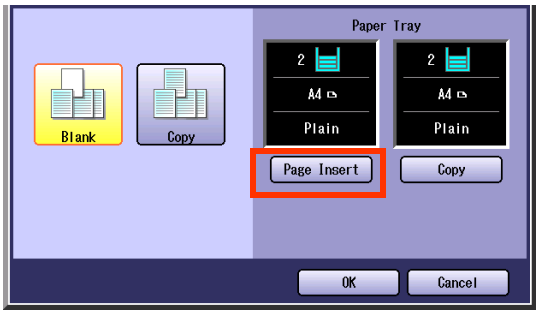


5 Select the type of page to insert.



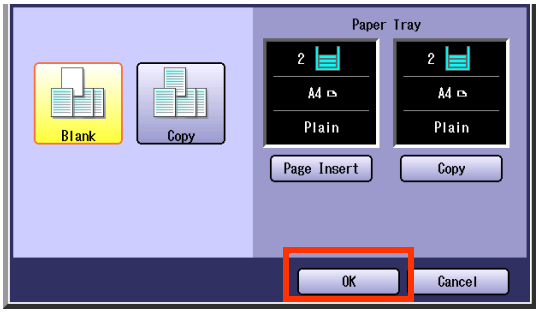
Blank	Inserted page is Blank.
Copy	Copied insertion pages.

6 Select "**Page Insert**" until the paper tray to be used is displayed.

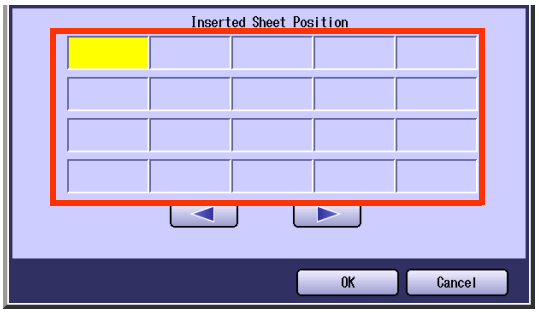


- When changing paper other than inserted pages, press the **Copy** key and change the paper tray.

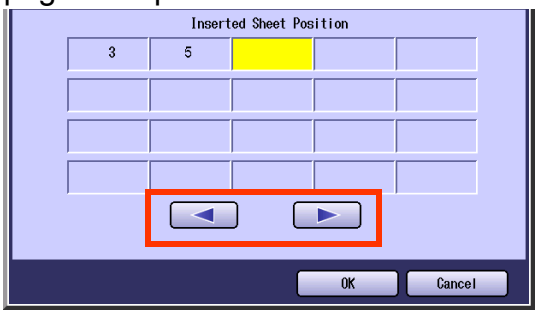
7 Select “**OK**”.



8 Input the page numbers with keypad where the insertion pages are placed.

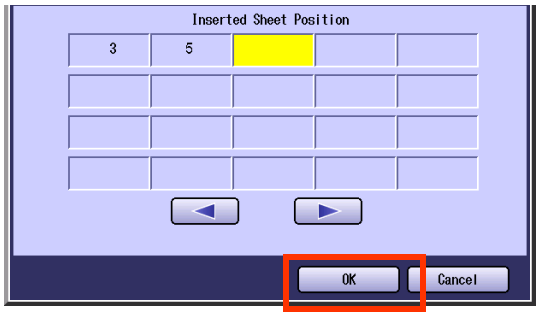


9 Select ▶ to enter the following page numbers where the insertion pages are placed.



- By selecting ◀ and ▶, move cursor to enter the insertion page numbers.
- Up to 20 insertion page numbers can be entered.

10 Select “**OK**”.

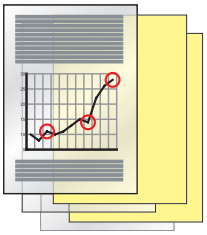


11 Enter the desired number of copies.

12 Press the **Start** key.

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Inserts Blank/Copied Pages Between Transparency Film

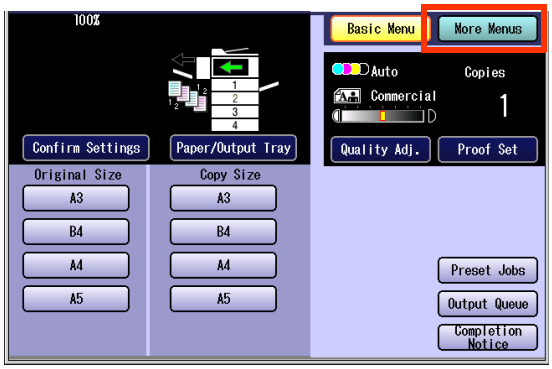


1 Place original(s) on the ADF.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

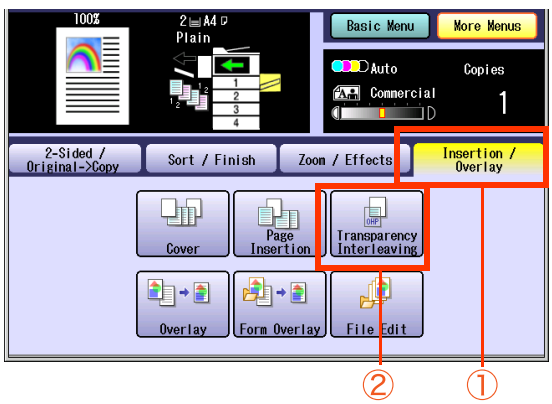
3 Select "**More Menus**".



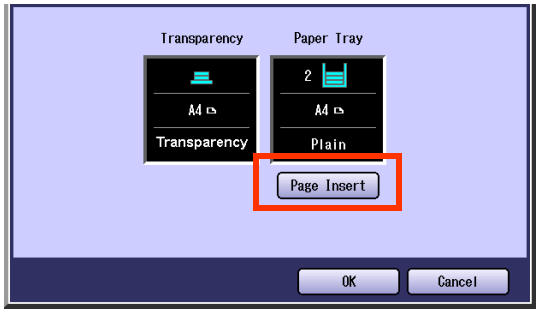
4 Place the Transparency Film on the Sheet Bypass.

- How to using Sheet Bypass and changing the Printing Media, refer to **Adding Paper <Printing Media>** in the Operating Instructions (For Basic Operations) of provided booklet.

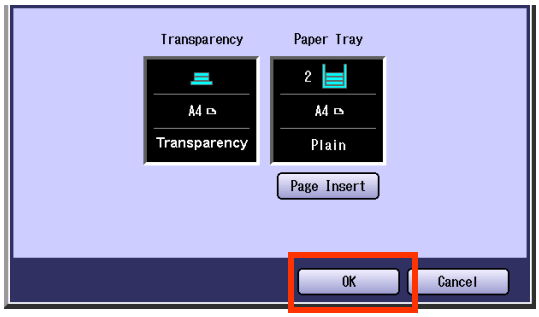
5 Select "**Insertion/Overlay**", and then select "**Transparency Interleaving**".



6 When changing the paper to be inserted between Transparency Film, select "**Page Insert**" until the paper tray you want to use is displayed.



7 Select "**OK**".



8 Enter the desired number of copies.

9 Press the **Start** key.

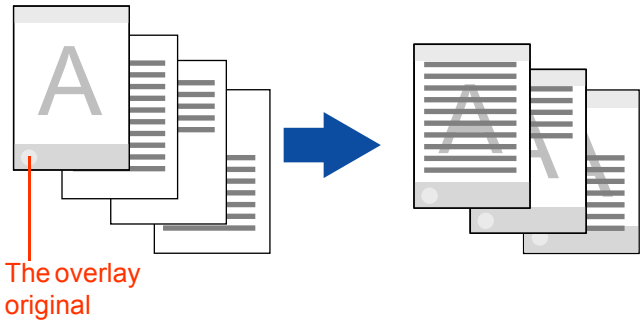
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Memo

Overlay Modes

Overlaying an Image Onto the Copies

The original can be overlaid with the first page of the original.
The first page is called the overlay original, and the second page onwards are called the scanned original, respectively.



NOTE

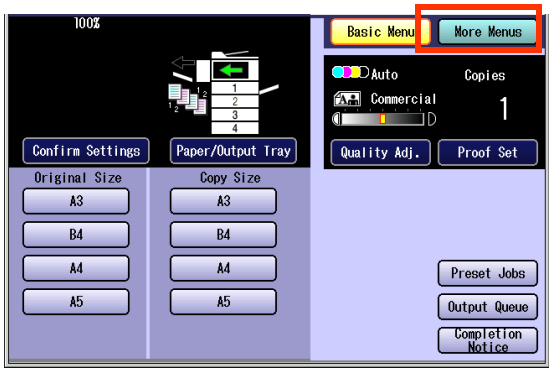
- The size available for both of the overlay original and the scanned original is A4.
- "**Auto**" cannot be selected in colour mode.
- When "**Margin**" is selected, a binding margin is set also for the overlay original.
- When "**Cover**" or "**Page Insertion**" is selected, if the cover page and insertion pages are not set to be copied, the overlay is not executed for Blank pages. If these pages are set to be copied, the overlay is executed for copied pages.

1 Place original(s).

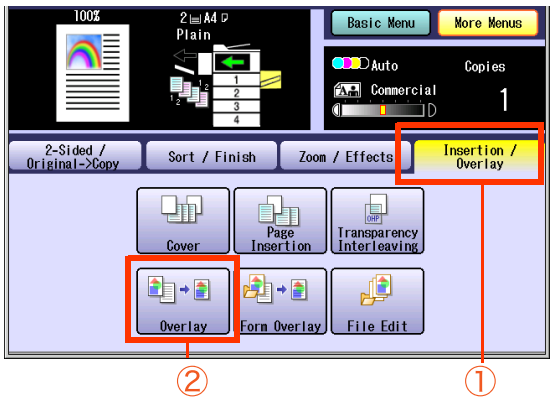
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select "**More Menus**".

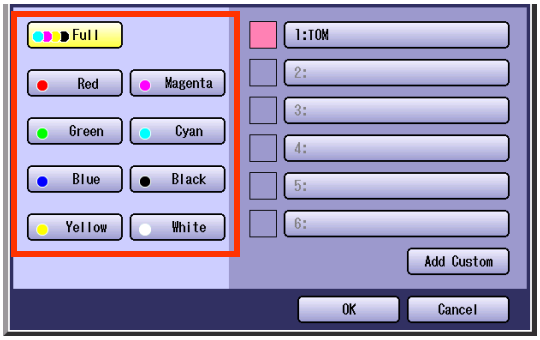


4 Select "**Insertion/Overlay**", and then select "**Overlay**".

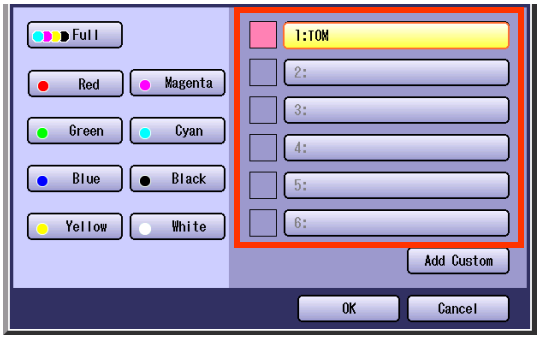


5 Select the colour of the overlay original from the basic colours and registered custom colours, and then select "**OK**".

❑ When selecting from the basic colours

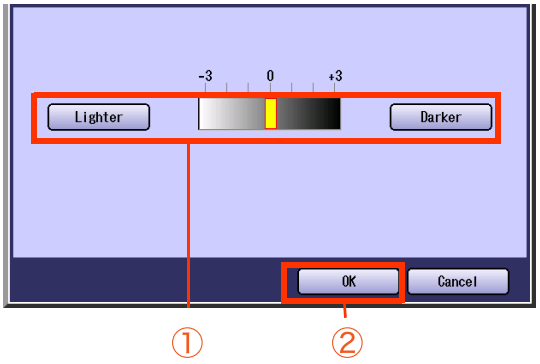


❑ When selecting from the registered custom colours



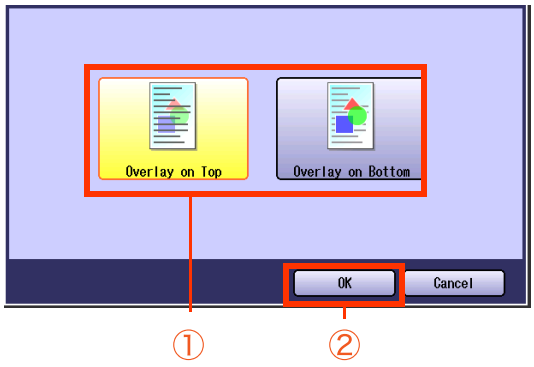
- If "**Add Custom**" is selected, Add Custom screen is displayed, and Colours can be registered. Refer to the **New Colour Registration** (see page 14)

6 Adjust the overlay density with "**Lighter**" and "**Darker**", and then select "**OK**".



Lighter	Overlay density level is decreased.
Darker	Overlay density level is increased.

7 Select the overlay position, and the select "**OK**".



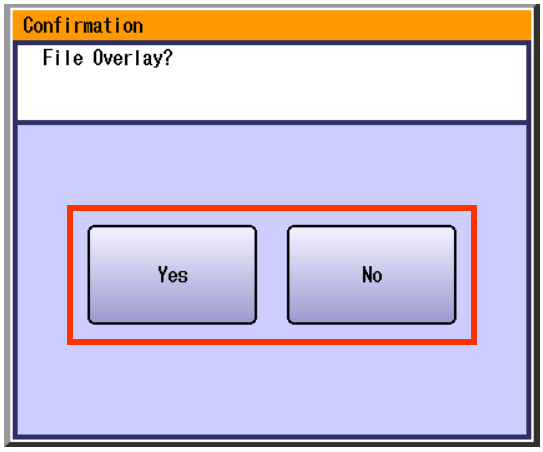
Overlay on Top	Copied with the scanned original overlaid on the overlay original.
Overlay on Bottom	Copied with the overlay original overlaid on the scanned original.

8 Enter the desired number of copies.

9 Press the **Start** key.

- When the overlay copying is completed, the overlay original registration confirmation screen is displayed.
- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.

10 Select "**Yes**" or "**No**".



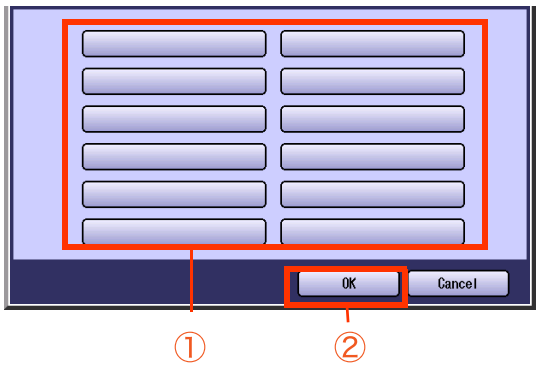
Yes	Register the overlay image.
No	Clear the overlay image.

If Hard Disk Drive is installed, you will be asked where to register the overlay original.

<Continue to the Next Page>

11 Determine where to register the overlay original.

12 Select a desired button has no names registered, and then select "**OK**".



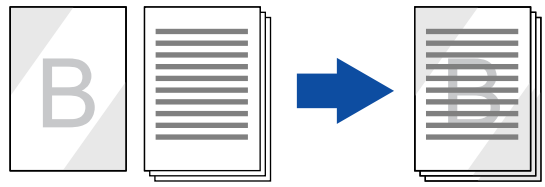
13 Input the button name with Keyboard, and then select "**OK**".

- Up to 20 characters can be entered.
- For instructions on how to Using the Keyboard, refer to the Operating Instructions (For Function Parameters) on provided CD-ROM.

Memo

Overlay Copying with Registered Image

Overlay an image stored in memory onto the copy.



Form　The scanned original

NOTE

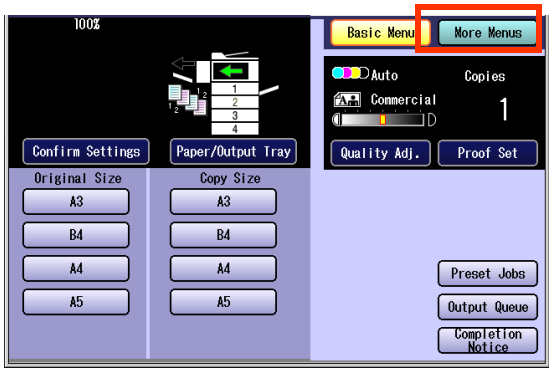
- Available size is A4.
- "**Auto**" cannot be selected in colour mode.
- If the orientation of the original is different from the form, the original is copied by automatically rotating when overlaid.
- If enlargement or reduction is selected using "**Zoom**" or the paper size setting, the size of the original is enlarged or reduced according to the setting. However, the size of the form is not enlarged or reduced.
- When "**Edge**" or "**Book**" is selected, the edge erasing function and the centre erasing function are not executed for the overlay original.
- When "**Margin**" is selected, a binding margin is also set for the overlay original.
- When "**Cover**" or "**Page Insertion**" is selected, if the cover page and inserted pages are not set to be copied, the overlay is not executed for Blank pages. If these pages are selected to be copied, the overlay is executed for copied pages.
- Note that if the power is turned OFF when optional hard disk drive is not installed, the overlay image is erased.

1 Place original(s).

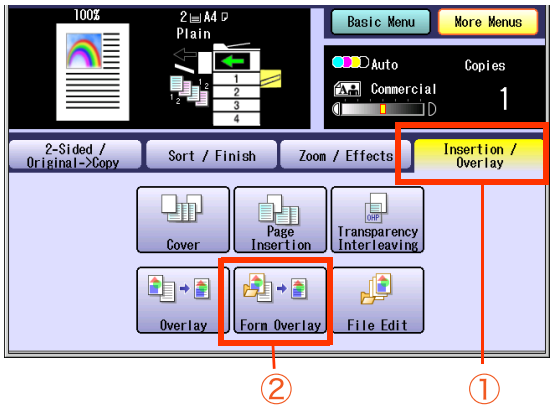
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.
- Depending on the orientation setting, "**Landscape**" or "**Portrait**" is selected.

2 Press the **Copy** key if set in other function mode.

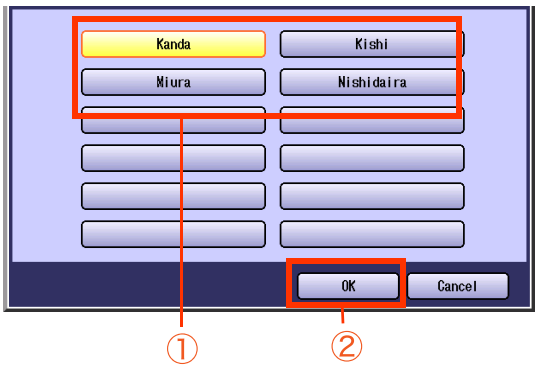
3 Select "**More Menus**".



4 Select "**Insertion/Overlay**", and then select "**Form Overlay**".

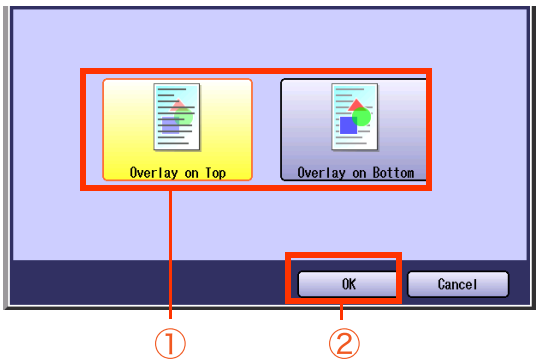


5 Select the registered form, and then select "**OK**".



- For the details about how to register the form, refer to the **Save** (see page 82).
- When optional hard disk drive is not installed, the screen of step 5 is not displayed.

6 Set the order of overlay form and the scanned original, and then select "**OK**".



Overlay on Top	Copied with the scanned original overlaid on the form.
Overlay on Bottom	Copied with the form overlaid on the scanned original.

7 Enter the desired number of copies.

8 Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

File Edit

Up to 12 editing functions are available in the Form Overlay Feature.

NOTE

- Refer to the **Overlay Copying with Registered Image** (see page 80)
- Optional Hard Disk Drive is required. If it is not installed, an image can not be stored.

■ Save

NOTE

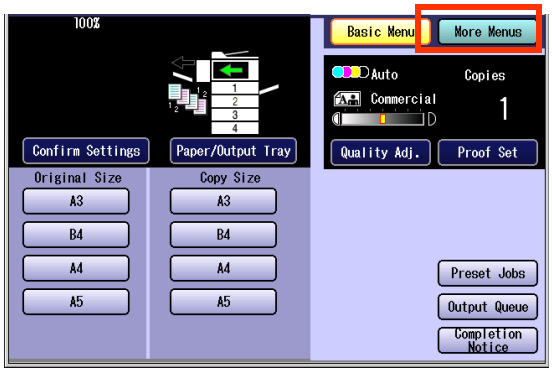
- If optional hard disk drive is not installed, only 1 form can be registered and the title cannot be entered. If the power is set to OFF, the form is deleted.
- The size of the original, which can be registered in the form, is A4.
- After the registration, the form transparency level and the specified colours cannot be changed.
- "**Auto**" cannot be selected in the colour mode.

1 Place the original for overlay form.

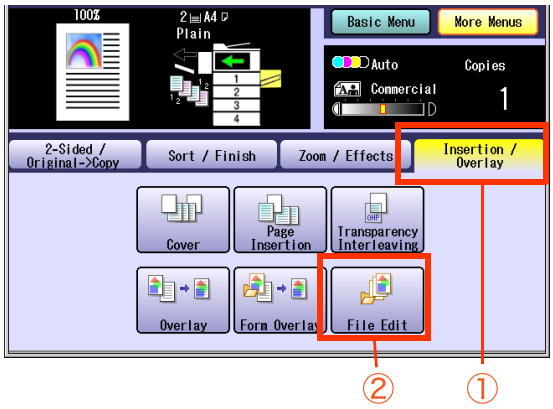
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.
- Depending on the orientation to be selected, "Landscape" or "Portrait" is selected.

2 Press the **Copy** key if set in other function mode.

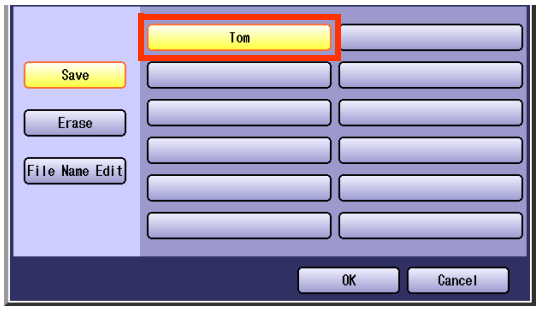
3 Select "**More Menus**".



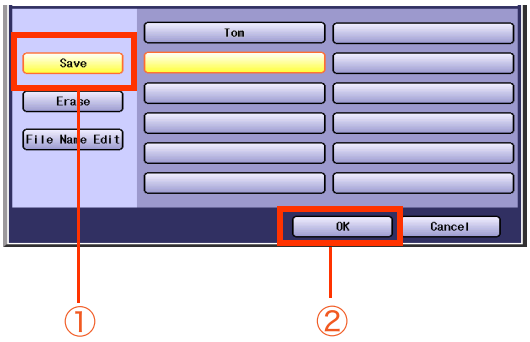
4 Select "**Insertion/Overlay**", and then select "**File Edit**".



5 Select the button, that has no form name.

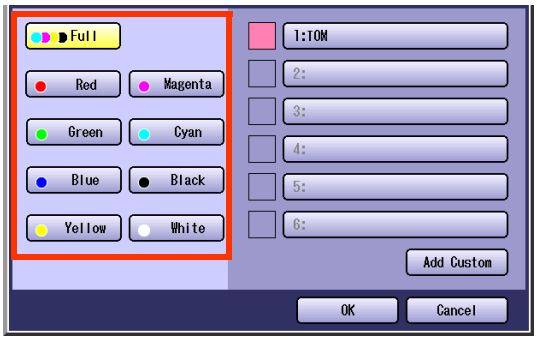


6 Select “**Save**”, and then select "**OK**"..

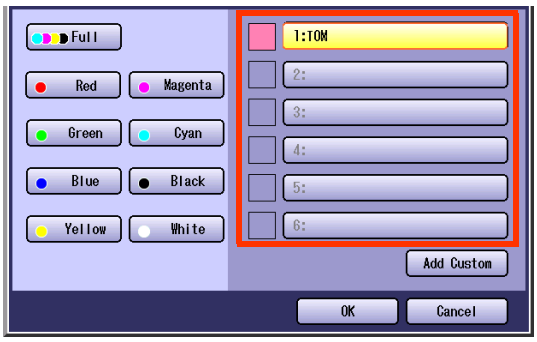


7 Select the specified colours of the form from basic/custom, and then select “**OK**”.

❑ When selecting from the basic colours

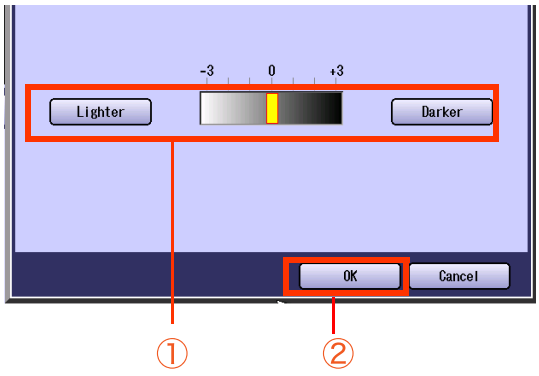


❑ When selecting from the registered custom colours



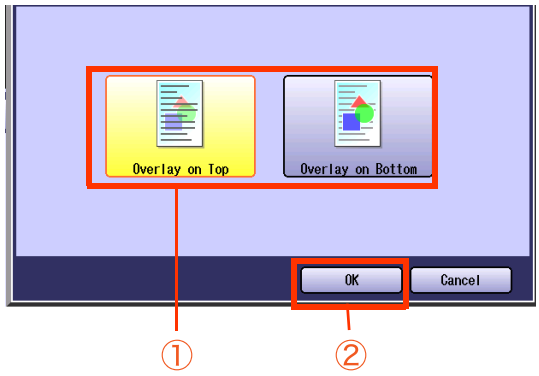
- If “**Add Custom**” is selected, Add Custom screen is displayed, and Colours can be registered. **New Colour Registration** (see page 14)

8 Adjust the overlay level with “**Lighter**” and “**Darker**”, and then select “**OK**”.

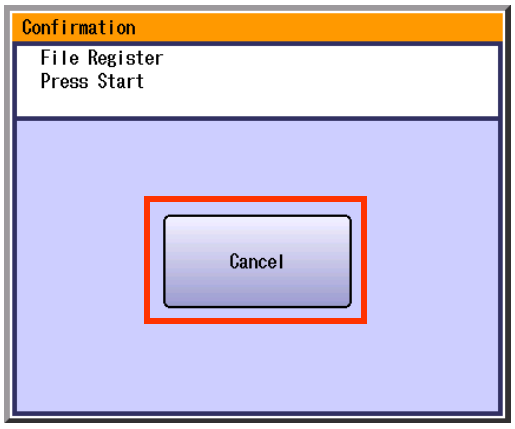


Lighter	Overlay level is decreased.
Darker	Overlay level is increased.

9 Select the overlay position, and then select “**OK**”.



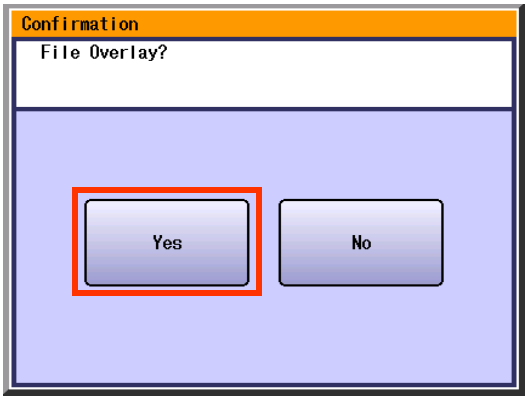
- If cancel to save the overlay form, select “**Cancel**”.



10 Press the **Start** key.

<Continue to the Next Page>

11 Select "**Yes**".

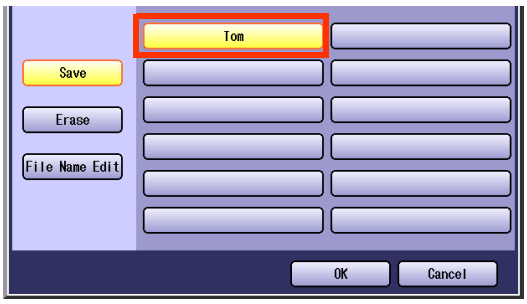


12 Input the file name, and then select "**OK**".

- Up to 20 characters can be entered.
- For instructions on **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.

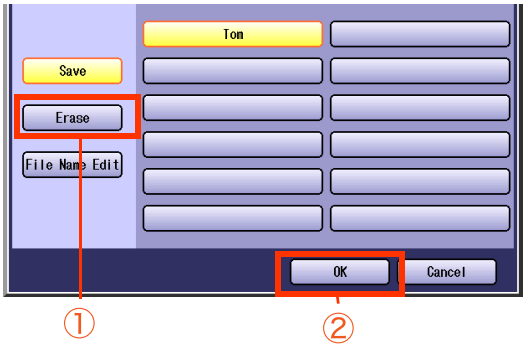
■ Erase

1 Select the file name to be deleted.

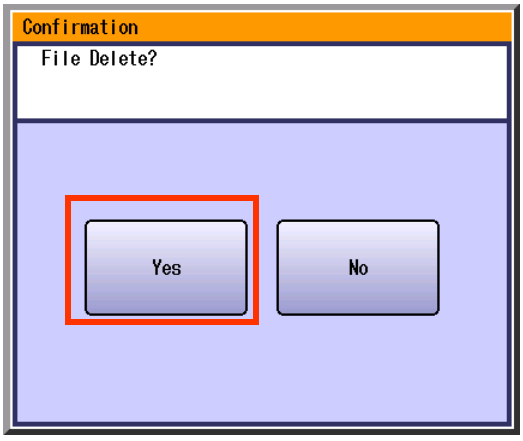


- To display File Edit screen, refer to steps 2 to 4 in **Save** (see page 82).

2 Select "**Erase**", and then "**OK**".



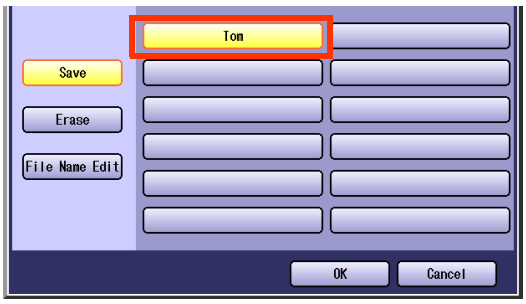
3 Select "**Yes**".



- After completing the deletion of the form, press the **Reset** key to cancel the settings.

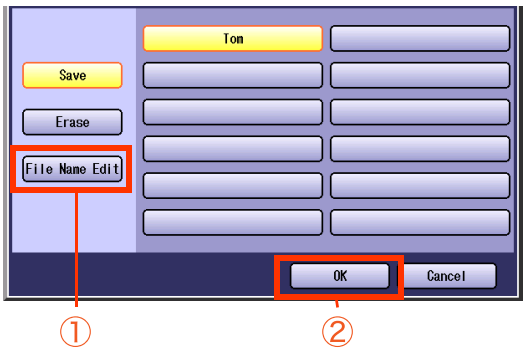
■ File Name Edit

1 Select the file name to be edited.



- To display File Edit screen, refer to steps 2 to 4 in **Save** (see page 82).

2 Select "**File Name Edit**", and then "**OK**".



3 Change the file name, and then select "**OK**".

- Up to 20 characters can be entered.
- For instructions on **Using the Keyboard**, refer to the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- After completing the editing of the file name, press the **Reset** key to cancel the settings.

Making Copies with the ADF Opened

The original can be copied without generating dark borders even if the ADF is opened.

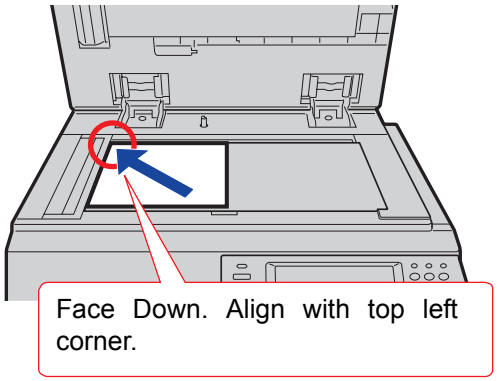
Skyshot Mode

Skyshot Mode can be selected in the standard settings.

NOTE

- When “**2 Page**” or “**N in 1**” is selected, only “**Normal**” can be set in Skyshot Mode.
- If there is a white margin, less than 5 mm around the original, the edge of the copy may come out abnormal (white lines/streaks). To avoid the problem, change the setting of "**Digital Skyshot Mode**" to "**No**". For setting of "**Digital Skyshot Mode**", refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

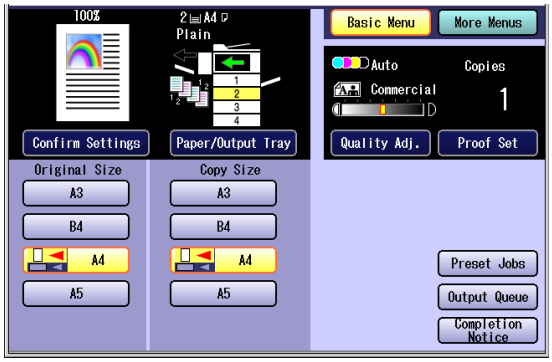
1 Open the ADF more than 45 degrees, and then place the original on the Platen Glass, leaving it open.



- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

- Place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Manual Skyshot Mode

Copying with pre-registered scan size into memory.

NOTE

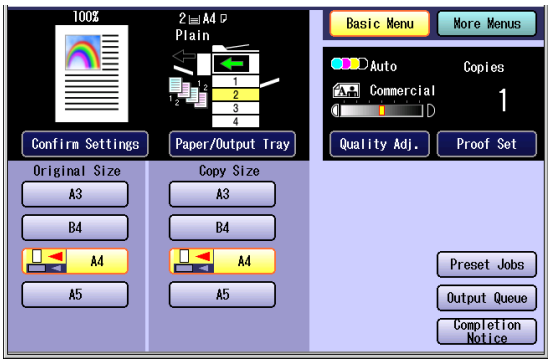
- Before using the Manual Skyshot Mode, please set M1 or M2 in the preset jobs. Refer to the **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Originals with black borders may not be copied properly.
- If Manual Skyshot Mode is selected in "**Sort**", "**Shift-Sort**", "**Rotate-Sort**" or "**Staple-Sort**", the setting is automatically changed to "**Non Sort**".

1 Open the ADF, and then place the original on the Platen Glass, leaving it open.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

2 Press the **Copy** key if set in other function mode.

3 Select copy features if necessary.



4 Select "**Preset Jobs**" on the Basic Menu screen.

5 Select "**M1:**" or "**M2:**".

6 Enter the desired number of copies.

7 Press the **Start** key.

- Place the next original and follow the instructions described on the touch panel display.
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

Reserving the Next Copy Job While the Current Copy Job is Progressing

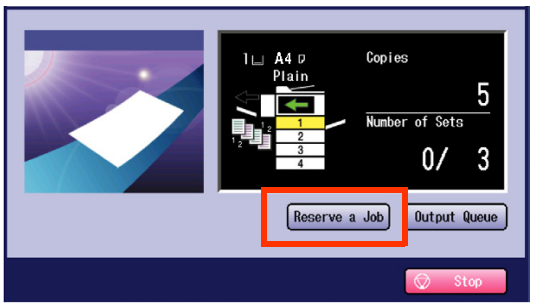
The next copy job can be reserved while the current copy job is under way.

NOTE

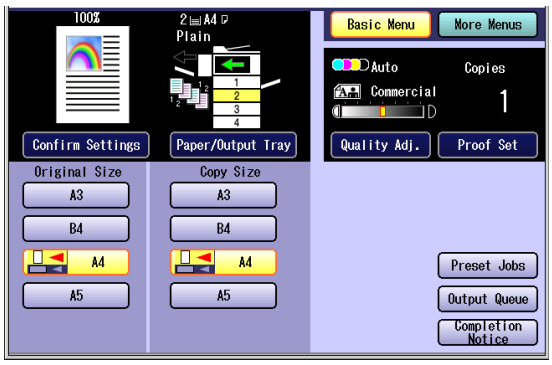
When the optional Hard Disk Drive is installed.

1 Place the next original while copying current job.

2 Select "**Reserve a Job**".



3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

- While the current job is progressing, the next copy job will be scanned and stored into the Hard Disk Drive.

Interrupt the Current Copy Jobs to Make an Urgent Copy

You can interrupt the current copy jobs, and make an urgent copy.

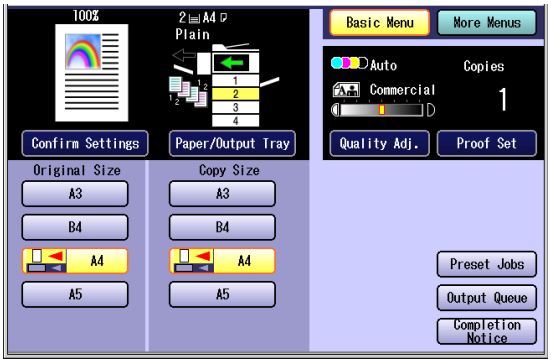
NOTE

- When scanning the current copy job, other copy jobs cannot be interrupted.

1 Press the **Interrupt** key while copying.

2 Place original(s).

3 Select copy features if necessary.



4 Enter the desired number of copies.

5 Press the **Start** key.

6 Repeat steps 2 to 5, to start the urgent copy job.

7 When the copy operation is completed, press the **interrupt** key again.

The screen returns to the previous copy mode.

8 Press the **Start** key to resume the previous copying operation.

Combined Copy Functions

Newly Set Functions / Initially Set Functions	1->2	2->1	2->2	2Page	Book->2	N in 1	Booklet	Multi-Size Feed	Job Build & SADF	Sort	Non Sort	Shift-Sort	Shift-Group	Rotate-Sort	Rotate-Group	Staple-Sort	Punch	Zoom	Auto Zoom
1->2	/	A	A	A	A	A	A	x											
2->1	A	/	A	A	A	A	A	x											x
2->2	A	A	/	A	A	A	A	x											x
2Page	A	A	A	/	A	A	A	x											x
Book->2	A	A	A	A	/	A	A	x											x
N in 1	A	A	A	A	A	/	A	x											x
Booklet	A	A	A	A	A	A	/	x		x	x	x	x	x	x	x	x		x
Multi-Size Feed	x	x	x	x	x	x	x	/	x					*1	*1				x
Job Build & SADF								x	/										x
Sort							A			/	A	A	A	A	A	A			
Non Sort							A			A	/	A	A	A	A	A	A		
Shift-Sort *1							A			A	A	/	A	A	A	A	A		
Shift-Group *1							A			A	A	A	/	A	A	A			
Rotate-Sort							A	*1		A	A	A	A	/	A	A	x		A
Rotate-Group							A	*1		A	A	A	A	A	/	A	x		x
Staple-Sort *1							*2			A	A	A	A	A	A	/			
Punch *1							A							x	x		/		
Zoom																		/	A
Auto Zoom		x	x	A	A	A	x	A	x					x	x			A	/
Edge																			x
Book						x	x												x
Margin							x												x
Stamping				x	x		x				*3		*3		*3				x
Centring		x	x	A	A	A	x	A	x					x	x				
Image Repeat	A	x	x	A	A	A	x	A	x					x	x				x
Cover				x	x	x	x	x	x		x		x	x	x				x
Page Insertion				x	x	x	x	x	x		x		x	x	x				x
Transparency Interleaving	x		x	x	x	x	x	x	x	x		x	x	x	x	x	x		x
Overlay				x	x	x	x	x										x	x
Form Overlay				x	x	x	x	x										x	x
Digital Sky Shot		x	x				x	x	x						x				
Manual Sky Shot	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x
Completion Notice																			
Interrupt																			
Proof Copy																			
Double Exposure	x	x	x	x	x	x	x	x	x						x				x

Blank: Combined setting is available.
x: Combined setting is not available.
A: Next Selection is Carried Out.
/: Not available.

*1: Setting is possible only when the paper size is the same.
*2: "**Saddle Stitch**" is set.
*3: When the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group can not be selected.

Newly Set Functions / Initially Set Functions	Edge	Book	Margin	Stamping	Centring	Image Repeat	Cover	Page Insertion	Transparency Interleaving	Overlay	Form Overlay	Digital Sky Shot	Manual Sky Shot	Completion Notice	Interrupt	Proof Copy	Double Exposure
1->2						x			A				A		A		A
2->1					x	x						x	A		A		A
2->2					x	x			A			x	A		A		A
2Page				x	x	x	A	A	A	x	x		A		A		A
Book->2				x	x	x	A	A	A	x	x		A		A		A
N in 1		x			x	x	A	A	A	x	x		A		A		A
Booklet		x	x	x	x	x	A	A	A	x	x	x	A		A		A
Multi-Size Feed					x	x	A	A	A	x	x	x	A		A		A
Job Build & SADF					x	x	A	A	A			x	A		A		A
Sort									A				A		A		A
Non Sort				*3			A	A					A		A		A
Shift-Sort *1									A				A		A		A
Shift-Group *1				*3			A	A	A				A		A		A
Rotate-Sort					A	A	A	A	A				A		A		A
Rotate-Group				*3	x	x	A	A	A			x	A		A		A
Staple-Sort *1									A				A		A		A
Punch *1									A				A		A		A
Zoom										A	A		A		A		A
Auto Zoom	x	x	x	x		x	x	x	x	A	A		A		A		A
Edge	/				x	A							A		A		A
Book		/			x	A							A		A		A
Margin			/		x	A							A		A		A
Stamping				/	x	x						x	A		A		A
Centring	x	x	x	x	/	A	x	x	x	A	A		A		A		A
Image Repeat	x	x	x	x	A	/	x	x	x	A	A		A		A		A
Cover					x	x	/		A			x	A		A		A
Page Insertion					x	x		/	A			x	A		A		A
Transparency Interleaving					x	x	A	A	/			x	A		A		A
Overlay					x	x				/	A		A		x		A
Form Overlay *2					x	x				A	/		A		x		A
Digital Sky Shot				x			x	x	x			/	A				A
Manual Sky Shot					x	x	x	x	x	x	x	x	/				A
Completion Notice														/			
Interrupt													x		/		x
Proof Copy															A	/	
Double Exposure		x			x	x	x	x	x	x	x		A		A		/

Blank: Combined setting is available.
x: Combined setting is not available.
A: Next Selection is Carried Out.
R: When the function initially set is set again, the function itself will be cancelled.
/: There is no combination.

*1: Settings are possible when the optional finisher is installed.

	DA-FS320	DA-FS325
Rotate-Sort	Not Available	Not Available
Rotate-Group	Not Available	Not Available
Shift-Group	Not Available	Not Available
Staple-Sort	Stapled in 1 position.	Stapled in 1 front position.
		Stapled in 1 inner position.
		Stapled in 2 centre position.
Punch	Not Available	Available
Saddle -Stitch	Not Available	Available

*2:In the Form Overlay, when the power is turned OFF with no hard disk installed, the registered overlay original is deleted.
*3:When the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group will be automatically changed to Sort function.

Glossary

Term	Meaning
10Base-T/ 100Base-TX	An Ethernet standard for cable. The 10/100 refers to its 10/100 Mbps bandwidth, the base to single baseband, and the T to the Twisted pair. The cable uses two pairs of unshielded twisted wires.
Address Book	The Address Book is a convenient directory that stores contact Telephone Numbers and Email Addresses for easy retrieval at a future time.
Address Book Dialling	A dialler that enables you to dial an entire Telephone Number/Email Address by pressing one key.
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
Automatic print reduction	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
Automatic Reception	The mode that allows you to receive fax documents without user intervention.
BPS (Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at each Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities.
CD-ROM	CD-ROM media is read-only media that holds about 650 MB of data. It's generally accepted as the easiest way to distribute software. CD-ROM drives can also read audio CDs even though they are in a different format than standard CD-ROM media.
Client	Clients are computers that run software programs used to contact and obtain data from Server software program on another computer, often across a great distance.
Coding method	The data compression method used by machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR) and Modified Modified Read (MMR) and Joint Bi-level Experts Group (JBIG) coding methods.
DDS (Document Distribution System)	The Document Distribution System automatically distributes received data (Scanner data, data received via FAX, and data received via Internet Fax) to specified recipients via a predefined delivery mechanism. The system administrator uses the system to specify the delivery mechanisms and the recipients.
Density	Signifies the scanning sensitivity in terms of lightness and darkness of your original pages. The degree of colour or darkness of an image or photograph.
Dept. Code (Department Code)	This operation, require the user to input a preset number of digits (Department Code) before being given access to a function of the machine, such as transmission for example. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal and Individual Transmission Journal.
DHCP	Dynamic Host Configuration Protocol - a standard method for assigning IP addresses automatically to the devices on a TCP/IP network. As a new device connects, the DHCP server assigns an IP address from a list of available addresses. The device retains this IP address for the duration of the session - once the device disconnects the IP address becomes available for use again.
Direct Dialling	The method of dialling where you enter the entire telephone number or Email address through the keypad.

Term	Meaning
Direct SMTP	Allows iFax machines to communicate directly with each other within the Firewall (Intranet) without going through the Mail Server, thus alleviating the burden on the mail server.
Disk Drive	A peripheral storage device that holds, spins, reads and writes magnetic or optical disks. It may be a receptacle for disk cartridges, disk packs or floppy disks, or it may contain non-removable disk platters like most hard disks.
Domain Name	A unique name that identifies an Internet site. Domain Names always have 2 or more parts, separated by dots. The part on the left is the most specific, and the part on the right is the most general.
dpi	Abbreviation of dots per inch, which indicates the resolution of images. The more dots per inch, the higher the resolution. A common resolution for laser printers is 600 dots per inch. This means 600 dots across and 600 dots down, so there are 360,000 dots per square inch.
Drum	Along with the laser, this is one of the basic components of a laser printer. A light-sensitive drum on which the image is generated by the laser beam as the pattern of an electric charge. The toner particles adhere to this pattern after the drum has brushed against the developing roller. (a.k.a. OPC Drum)
DTMF (Dual Tone Multi Frequency)	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialling.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
Email Address	The address for sending and receiving data by Email. It consists of User name, Sub-domain name and Domain name.
Ethernet	A very common method of networking computers and equipment in a LAN. Ethernet can handle up to 100Mbps and can be used with almost any kind of computer.
Fax Board	In a multi-functional device, this is a Fax capability built onto a printed circuit board which can send and receive facsimiles. The multi-functional device is normally able to scan in a document and transmit it over a phone line to another fax machine. Also, it can receive faxes from other machines and print them out.
Fax Forward	The ability to forward all incoming faxes to the registered stations in the specified ABBR No.
Fax Parameter List	The list that contains the home fax parameters settings that you have programmed into your machine.
File	A task that has been stored into the memory of your unit. Examples are deferred transactions.
Fixed Reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
FTP	Short for File Transfer Protocol, the protocol for exchanging files over the Internet. FTP works in the same way as HTTP for transferring Web pages from a server to a user's browser and SMTP for transferring electronic mail across the Internet in that, like these technologies, FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server (e.g., uploading a Web page file to a server).
Function Keys	The key that will be utilized to begin an operation or configuration of a feature.
G3 (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.

Term	Meaning
Group Dialling	The ability to program many telephone numbers into a single station so that many locations can be dialled in sequence utilizing a single keystroke.
Halftone	A scanning technique to distinguish levels of grey from black and white.
Handshaking	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
Hard Disk	This is commonly the slang term for a hard drive is closed and the disks are hard (usually metal). The closed system gives the possibility of A device that physically stores data in your multi-functional machine/ computer. It's much like a floppy disk, but the system more precision, so the drive is much faster and can hold much more data.
HDD (Hard Disk Drive)	The physical component of a PC which performs the basic operations on the hard disk-including rotating the disk & reading/writing data to the disk.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.
Homepage	The page that your Browser displays when it starts up or main web page for a business, organization, etc.
Host	Any computer on a network that is repository for services available to other computers on the network. A Host must have a unique Host name within a domain. The host is the first (left most) section of the Fully Qualified Domain Name (FQDN). The reminder of the FQDN is the domain and often tells you something about where your machine is located (i.e., at Panasonic) **Ex**: Your machine's Email address is: Fax@fax01.panasonic.com In the example above "fax01" is the host and "panasonic.com" is the domain.
Image Memory Size	This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
Install	To add hardware or load a software application onto your multi-functional machine/computer.
Internet	The Internet is a vast collection of inter-connected networks that all use the TCP/IP protocols, on which you can send an electronic Email, chat to people electronically or search for information on almost any subject you care to think of. Quite simply it is a "network of computer networks".
Internet FAX	The Internet fax uses the Internet to send faxes. The transmission and reception take place via store-and-forward mode on the Internet using Internet Email. In store-and-forward mode the facsimile protocol "stops" at the gateway to the Internet and is reestablished at the gateway leaving the Internet.
Intranet	A private network inside a company or organization that uses the same kinds of software that you would find on the public internet, but that is only for internal use.
IP Address	A unique number used to identify equipment or host computers on the Internet.
ISP (Internet Service Provider)	An institution that provides access to the Internet in some form, usually for money.
ITU-T (C.C.I.T.T.)	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T
ITU-T Image No.1	An Industry standard document that allows comparisons of the transmission speeds and capabilities of machines.

Term	Meaning
JPEG	Short for Joint Photographic Experts Group, and pronounced jay-peg. JPEG is a lossy compression technique for colour images. Although it can reduce files sizes to about 5% of their normal size, some detail is lost in the compression. JPEG is a graphical format that is widely used in WWW pages.
Key Name	An alternate to the station name that can be programmed for each Address Book dialling key.
Keypad	A group of numeric keys located on your Control Panel.
LAN (Local Area Network)	A Local Area Network is a computer network system and printer limited to an immediate area, such as an Office, Factory, and University used to integrate and exchange data.
LCD	Liquid Crystal Display. The display area of your machine.
MAC Address	It is the hardware address, often referred to as MAC (Media Access Control) address that is assigned to the equipment. MAC address is hard-coded and is not configurable. The MAC address consists of 6 hexadecimal numbers separated by colons. **Ex:** 00:00:c0:34:f1:50
Mail Gateway IP Address	The Address of the Mail Server. The Internet Fax communicates with your existing Mail Server for all communication traffic.
Mailing List	A system that allows people to send an Email to one address, whereupon their message is conveyed to multiple subscribers on the Mailing List.
Manual Reception	A mode that requires operator intervention to receive an incoming document.
MAPI (Messaging Application Program Interface)	Acronym for Message Application Programming Interface. A standard Windows interface for messaging that enables different mail programs and other mail-aware applications like word processors and spreadsheets to exchange messages and attachments with each other.
MDN (Message Delivery Notice)	This Message Delivery Notice (MDN) is the requested by the sender for a delivery processing confirmation indicating that the message (Email) was read.
Memory	The term memory identifies data storage that comes in the form of chips, which holds information that your machine needs to use. The word storage is used for memory that exists on disks.
Memory Transmission	The documents are scanned into memory before actual connection to the phone line for transmission.
MIME (Multipur-pose Internet Mail Extension)	A standard used for attaching non-text (image) files to Internet Email messages.
Modem	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
Module	A self-contained hardware or software component that interacts with a larger system. Hardware modules are often made to plug into a main system. Program modules are designed to handle a specific task within a larger program.
Network	Any time you connect 2 or more computers together so that they can share resources, you have a computer network. Connect 2 or more networks together and you have an internet.

Term	Meaning
Overlap Print	Documents too long to be reduced are automatically printed on two pages with 10 mm overlap.
Panasonic Super-Smoothing	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
PC	The Personal Computer - Quite Simply a computer designed to be used by one person at a time.
PC Card	A credit card sized removable module for portable computers. PC Cards are used to attach modems, network adapters, sound cards, radio transceivers, solid state disks and hard disks to a portable computer.
PCL (Printer Control Language)	The page description language, which has become a de facto standard used in many printers and typesetters. PCL Level 6 streamlines the graphics and font commands, reducing the amount of information that has to be sent to the printer.
PDF	Adobe® Portable Document Format (PDF) is a universal file format that preserves all the fonts, formatting, graphics, and colour of any source document, regardless of the application and platform used to create it.
Polling	The ability to retrieve a document from another machine.
Polling Password	A 4-digit programmed code that enables the security of a document being polled.
POP (Post Office Protocol)	POP refers to the way Email software such as Eudora or your machine gets Email from a mail server. You must always have a POP account that you tell your Email software to use to retrieve your mail.
Print Reduction Mode	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Protocol	A standard process, a set of rules & conditions that perform a particular function. A word which is very common in PC & Internet Terminology. Ex: FTP (File Transmission Protocol), IP Address (Internet Protocol Address), TCP/IP (Transmission Control Protocol Internet Protocol), POP (Post Office Protocol)
PSTN (Public Switched Telephone Network)	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Receiver Password	A 4-digit password that is checked before a document is received.
Relay Address	A 3-digit code that identifies your machine is programmed in a relay network.
Relay Network	A group of machines that communicate via a relay station.
Resolution	This relates to the quality of a viewed image either on the PC Screen or printed output. For printed images the resolutions is measured in dots per inch or DPI. The higher the DPI the better the resolution and better image quality.
Router (Gateway)	A special purpose computer (or software package) that handles the connection between 2 or more networks. Gateways act like traffic cops, they spend their time looking at the destination addresses of the packets passing through them and deciding which route to send them on.

Term	Meaning
SD Card (Secure Digital Memory Card)	A flash memory card that provides secure storage for your machine, which is also popular with handheld devices such as digital cameras, cell-phones, and PDAs.
Selective Reception	A function that can be set so that your unit will receive from only those machines programmed into your dialler.
Server	A computer, or a software package, that provides a specific kind of service to client software running on other computers. A single server machine could have several different server software packages running on it, thus providing many different servers to clients on the network.
Sleep Mode	The lowest power state that the machine enters after the specified time without actually turning off.
SMTP (Simple Mail Transfer Protocol)	An accepted standard used extensively on the Internet for transferring Email messages between computers. The standard defines exactly how the message will be sent, any controls, format of the message etc.
Software	Software is basically a series of instructions that causes the PC to do something. The Operating System such as DOS is known as Systems Software. Application Programs such as a Word Processor or Spreadsheet perform the main tasks for which we use the PC.
Station Name	Alphanumeric ID which can be programmed for each phone number or Email address location in the Address Book.
Stored Document	Documents that have been scanned and now are saved in your machine's memory.
Sub-Address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-Addressing Password	ITU-T recommendation for additional security that corresponds to the Sub-Address.
Subnet Mask	A mask bit used to manage sub-segments of the network which is defined with network IDs.
Substitute Memory Reception	Your machine's ability to save an incoming document into its memory, when it runs out of recording paper or toner.
TCP/IP	TCP/IP stands for Transmission Control Protocol/Internet Protocol & is quite simply a standard set of protocols that govern the basic workings of the Internet that was implemented in 1982. The TCP part is all about ensuring that data is transmitted correctly between 2 computers. If any errors occur these are detected & the data is retransmitted. The data transmitted is split up into small portions called Data packets. The IP part of TCP/IP is how these data packets are moved from one point to another. Each computer on the internet has a unique IP address & the data packets are moved from the source to the destination through many different computers & this is controlled via TCP/IP. This protocol is used on the Internet & also by computers which are part of a LAN.
Thumbnails	A miniature display of a page or an image. Thumbnails enable you to see the layout of many pages/images on the screen at once. Generally, thumbnails are too small to show the actual text/image.
TIFF	Tagged Image File Format. One of the many different types of File Format used on PC's. An image file format for attachments of graphic data for smooth transmission between different units. The coding method of this format supports the same coding as Modified Huffman (MH) and multiple-page image data.

Term	Meaning
TIFF Image Viewer	An application software to view the contents of TIFF-F File. Some TIFF Image Viewers may not display the data properly.
Time Zone	By setting the Time Zone of your area on the device's Control Panel, email will be displayed in correct order regardless the time difference of the sender's area. Time Zone, where you are correctly in, can be checked from the “Date/Time Properties” on your Computer. For more details, consult with your system administrator.
Toner	A special type of ink used by copy machines and laser printers. Toner consists of a dry, powdery substance that is electrically charged so that it adheres to an invisible image that has been charged onto a drum, plate, or piece of paper with the opposite polarity.
Transmission Reservation	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
Verification Stamp	A user selectable transmission verification stamp which can be placed on scanned documents that are successfully transmitted or stored in memory.
View mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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